TO:	AGENCY DIRECTORS & CHIEF FISCAL OFFICERS
FROM:	Department of Finance & Administration
RE:	Year-End Closing FY2004 Procedures, Timelines, and Instructions
DATE:	June 9, 2004

At the request of several agencies, this year the year-end documentation has been consolidated into one instruction installment, as attached. However, each DFA administration's instructions will be maintained on their individual website. This overview of closing procedures for FY2004 will hopefully streamline the closing process by allowing users to open only those instructions that are needed and eliminating the printing/viewing of cumbersome amounts of information that not all users will need.

There will be revisions and changes as we work through this process. These communications will be sent priority notice from our office. Please note: ***INITIAL TIME LINES ARE SUBJECT TO CHANGE!!! ANY CHANGES IN DEADLINES WILL BE COMMUNICATED AS SOON AS THEY ARE KNOWN.***

The attached information pertains to PROCUREMENT, PAYROLL, and ACCOUNTING processes.

Park and post security changes have been made during FY2004 to ensure internal controls are maintained. Be sure to keep in mind your staff's security access when planning your agency's year-end efforts. At least one person with enter and park capability and one person with posting capabilities for both accounts payable and general ledger modules should be present the evening of June 30, 2004.

Refer to the following TABLE OF CONTENTS for information layout. These instructions and information are also available on the following websites:

AASIS http://www.aasis.state.ar.us/2003_Year_End/default.htm
DF&A http://www.arkansas.gov/dfa/accounting/index.html

Questions should be addressed to each sections contact.

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Contact: Danny.Bokamper@dfa.state.ar.us
(501) 682-5415

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Contact: Tom.Prigmore@dfa.state.ar.us
(501) 371-6073

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C. Payroll
Contact: Micki.Poteet@dfa.state.ar.us
(501) 682-1821

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D. Accounting
Contact: Connie.Honeycutt@dfa.state.ar.us - Accounting
(501) 682-5228

Catherine.Hickerson@dfa.state.ar.us -Funding
(501) 682-5402

Gayle.Mawhinney@dfa.state.ar.us -Appropriation
(501) 682-5404

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Fiscal Year End Timeline at a Glance

Sunday, June 27

Deadline for agency contact person for general special revenue distribution

Monday, June 28

Normal Operation
Highway Department Payroll
Final Receipt of Federal Monies by Treasurer
Nightly Payment Run

Tuesday, June 29

Normal Operation
Normal Off-cycle Payroll
Nightly Payment Run

Wednesday, June 30

Normal Operation
Treasurer and Auditor to receive Tuesday warrants
Mid morning transmit to Treasurer for deposits
Treasurer closes at noon, no deposits accepted after this time
Treasurer begins redemption of warrant process at noon.
General Revenue Distribution to Office of Accounting at 6 PM
Special Revenue Distribution to Office of Accounting at 6 PM
Office of Accounting finishes distribution by 9 PM
Notification of distribution to Agency staff designated to work Wednesday night at 9 PM
Agencies will be suspended from AASIS FI posting before final payment run begins
Final FY 2004 Payment Run – planned for approximately 10 PM

Thursday, July 1

Agencies suspended from FI posting only until 7:00 a.m. Tuesday morning, July 6, 2004
HR posting will still be available
Treasurer and Auditor to receive final FY 2004 warrants
Final closeout entries by Office of Accounting
Carry forward Items

Carry-forward of purchase orders, goods receipts and invoices for items with carry-forward appropriation authority

Carry-forward of purchase orders with no budget for items with no carry-forward appropriation authority

Carry-forward of purchase orders and goods receipts or invoices for those items covered by AR Code 19-4-702.

Friday, July 2 (Human Resource Only)

Validation of Appropriation Balances by Office of Accounting
Holiday Schedule Payroll Processing

Saturday, July 3

Validation of Appropriation Balances by Office of Accounting

Sunday, July 4

Validation Continues

Monday, July 5

STATE HOLIDAY
Validation Continues
Create FY2005 Appropriation File for Auditor of State

Tuesday, July 6

Normal processing resumes
Office of Accounting to complete any necessary entries
Holiday Schedule Payroll Processing Continues
Normal payment run processing

Wednesday, July 7

Medicaid Funding Process

Payroll funding should be received, processed, and deposited at Treasurer

Procurement Detailed Instructions

Please remember that Goods Receipts (MIGO transactions) must not be keyed if goods are not received and Logistics Invoice Receipts (MIRO transactions) must not be keyed unless the invoice has actually been received. If you have questions or concerns about the process, please contact us at your convenience at (501) 682-1675.

All payments made in the New Year will be charged against the New Year budget.

I. FY2004 CLEAN UP EFFORT

All agencies must clean up purchasing documents before year-end to properly reflect their program spending level for FY 2004:

a. Eliminate unwanted POs
b. Delete PO lines with discontinued account assignments (those carrying cost centers, WBS elements and Internal Orders), which will no longer be valid in the new fiscal year.

NOTE: Instructions for this process can be found at courseware .

c. Process Goods Receipt (MIGO transaction) for those goods and services that have **ACTUALLY** been received.
d. Process Logistics Invoice Receipts (MIRO transaction) for those goods and services that have **ACTUALLY** been received.

Agencies should delete all existing POs for assets, which will not be delivered by June 30, 2004, and enter new POs for them after June 30, 2004. This ensures that postings occur in the correct year so the asset master records remain in sync with related PO documents.

No Purchase Requisitions will be carried forward. The reason is to prevent budget problems that can occur from account assignment changes that could otherwise be made on associated POs.

II. FY2005 PROCESSES

The ASC will carry forward all open PO lines where there is sufficient budget in the new fiscal year to cover the commitment. Agencies should be aware that POs and PRs carried forward into FY 05, will decrease the FY05 budget immediately when the system is "brought back up" after June 30, 2004

The following will be carried forward:

- PO lines with no receipts posted (Goods Receipts/Logistic Invoice Receipts)
- PO lines with partial receipts
- PO lines which have not had the deletion flag set
- PO lines which have not had the final invoice indicator set

PO lines where the account assignment (Cost Center, WBS Element, Internal Order, General Ledger Code) will change in the new FY from the assignments in the prior FY should be deleted prior to year end by agency personnel. These are not to be carried forward. PO lines that have fund or funds center (derived from the account assignment) changes from the prior fiscal year to the new fiscal year should also be deleted and are not to be carried forward.

Maintenance on POs with carry forward line items:

a. Users cannot add new lines to the PO. A new PO must be created.
b. Users cannot change any account assignment information
    - Cost center
    - Internal order
    - WBS element
    - G/L Account

Delete purchase requisitions that will not be completed prior to June 30, 2004.

Follow correct accounting procedures, **a Goods Receipt (MIGO) transaction must not be keyed unless the goods or services have actually been received and an Invoice Receipt (MIRO) transaction must not be keyed unless the invoice has actually been received.**

No posting of transactions of any nature will be allowed in FY 2004 after June 30, 2004.

For all **New Year** POs (not carried forward POs – see above) which require account assignment information changed (Cost Center, Internal Order, WBS Element, Asset number, and / or G/L Account), delete the existing line with the incorrect data and add a new line for the desired account assignment information. This process ensures budget accuracy and avoids errors that might otherwise result from changing the account assignment on an existing line item that has already been posted.

If a posted **new year** PO line item is incorrect due to material number, quantity, amount or some other reason, delete that line and create a new one rather than editing the existing line. This ensures accurate accounting of all related transactions involved with the PO.

For assistance with AASIS related questions please email
http://aasis.state.ar.us/helpdeskform.php

For policy questions email OSP-04ye@dfa.state.ar.us

PAYROLL Detailed Instructions for User Agencies

Please note the following PAYROLL instructions and information:

- The final Off-Cycle for fiscal year 2004 (following PP 13-2004) will be processed Tuesday June 29, 2004 using a pay date of June 30, 2004. This Off-Cycle will be the **ONLY** Off-Cycle processed during the week of June 27, 2004 through July 3, 2004 and will expense against FY 2004 appropriations and funds. There will be no Off-Cycle processed July 1, 2004. Requests for this Off-Cycle must be received in OPM no later than 10:00 a.m. June 29, 2004.

- The first pay period for fiscal year 2005 (PP 14-2004) will be processed on July 2, 2004 due to the Independence Day holiday being celebrated on Monday July 5, 2004 (see the Bi-weekly Schedule of Pay Periods/Fiscal Year 2005).

- Master Data changes/corrections affecting the current fiscal year (FY 2004) must be performed prior to the end of the fiscal year (June 19 2004). Effective PP (pay period) 14-2004, the retro-calculation date on the employee IT0003 (Infotype 0003) record will be reset to June 21, 2004 (the first date of the first pay period of fiscal year 2005). If it is necessary to perform ANY Master Data correction or change effective prior to June 19, 2004, after PP 13-2004 has been exited, an OPM Request to Change Retro-Accounting Date form, including a justification, must be provided to OPM Payroll Systems (fax number 501-682-5094). OPM will reset the employee IT0003 records in this same manner at the beginning of each fiscal year in the future. As a result, agencies will be allowed to make changes/corrections to any Master Data within the current fiscal year. There will be no need to submit an OPM Request to Change Retro-Accounting Date form except in cases where the agency wants to retro back into the prior fiscal year.

- To avoid creating a negative expense in FY 2005 for FY 2004, **no** retro-calculations resulting from **overpayments** that occurred in FY 2004 will be permitted. **Overpayments** must be collected from the employee by personal check or money order. Retro-calculations resulting from **underpayments** that occurred in FY 2004 will be permitted provided your agency can certify that appropriation and funds were available as of 6:00 PM June 30, 2004, to pay the employee prior to the close of FY 2004. The request to pay an **underpayment** must be accompanied by a DFA Office of Accounting Letter of Certification when submitted to OPM Payroll Systems, as well as, an OPM Request to Change Retro-Accounting Date form.

- Changes/corrections to employee Master Cost Center and/or Cost Distribution (Cost Center, Internal Order, WBS Combinations) **MUST** be performed **BEFORE** June 19, 2004. Agency HR personnel should communicate with Agency FI personnel to assure that **error corrections** have not been performed prior to any changes/corrections to employee Master Cost Center and/or Cost Distribution.

- **Transactions with future dates greater than 7/01/04 should not be performed earlier than 07/01/04 due to the fact that the COLA has not been applied.** Agencies can begin performing future dated transactions beginning July 1, 2004.

- **BE AWARE** that the COLA will be effective July 1, 2004 based on the employee salary as of June 30, 2004. Therefore, any personnel action that affects an employee's basic pay with an effective date of July 1, 2004 **SHOULD NOT be entered until after the COLA has been applied.**

- If, after the COLA has been applied, the agency needs to enter an action effective July 1, 2004 or realizes that an action, which affects an employee's basic pay, was over looked and should have been performed prior to July 1, 2004, the agency **MUST** contact the AASIS Help Desk to log a ticket. **DO NOT attempt to delete the COLA record on the basic pay screen. THIS ACTION MUST be performed by the ASC staff in order to maintain the historical COLA records.** Once the ASC staff has performed the necessary transaction to remove the COLA record, agency personnel will be instructed to perform the needed personnel action or the one previously overlooked. Upon notification from the agency that this personnel action has been completed, ASC staff will reapply the COLA.

- COLA is not given to Extra Help employees. If the agency decides to give the COLA to an Extra Help employee, a Change in Pay/Position Attributes personnel action must be performed. The Reason Code on the Action Infotype (0000) should reflect 03 (Adjustment/Correction). The Reason Code on the Basic Pay Infotype (0008) should reflect 01 (Within Range).

- Employees with a Hire Date of 07/01/04 are not eligible for the COLA.

- Payouts for terminated employees with a termination date prior to June 21, 2004, **must** be processed on or before the last pay period of the current fiscal year (PP 13-2004) to expense against fiscal year 2004 appropriations and funds. Payouts processed in fiscal year 2005 for fiscal year 2004 will be considered an **underpayment** as described in bullet number four (4) of these instructions.

- Leave absences for dates up through June 30, 2004 **MUST** be entered prior to close of business (4:30 p.m.) June 30, 2004 and Leave absences for July 1-3, 2004 **MUST NOT** be entered into the system until July 1, 2004 or later so that the Leave Liability report will reflect correct data.

- Time/Leave entries for July 2-3 **MUST** be entered prior to OPM running the live payroll for PP 14-2004 at 2:00 p.m. July 2nd.

- Do not use the Leave Liability Report to clean up your quota errors. You should run the report 'PT_QTA10' (Absence Quota Information) to verify employee leave balances **before** running your agency Leave Liability Report.

- To run the 'PT_QTA10 – Absence Quota Information report', use the following parameters:

    - Other period field "from" and "to" should be the same date (use current date for current balances)
    - Use the selection fields to select employees
    - Quota type should be absence type (range can be entered using "from" and "to" fields)
    - Key date for deduction should be same date as other period
    - Key date for entitlement should be same date as other period
    - Select display from radio buttons available
    - Display Data Format Layout /SWR01 or /OLTC

Errors identified should then be corrected through transaction PA61 – Quota Correction,

using infotype 2013, followed by running your agency Leave Liability report.

- To run your agency Leave Liability Report - ZCOMP_ABSENCES, use the following parameters:

    - Other period: "from" date should be first day of month and "to" date should be last day of month
    - Person selection field should be same as other period
    - Use further selections to select business area
    - Use further selections to select employee status (3) for active employees
    - Execute

- The Office of Accounting will create the statewide Leave Liability Report. In order for accounting information to be reported correctly, all leave absences related to FY 2004 **MUST** be entered by the close of business (4:30 p.m.) on June 30, 2004 and all Leave absences for July 1-3, 2004 **MUST NOT** be entered into the system until July 1, 2004 or later.

- As always, remember that any time a record is opened for changes/corrections to the Master Data, the agency **must** perform a payroll simulation on that personnel number and review each retro-calculation that is in the employee results for that payroll simulation prior OPM running the live payroll. The agency must verify that the results are as they anticipated. If not, a change/correction must be entered prior to OPM running live payroll to avoid the occurrence of additional problems.

PAYROLL Detailed Instructions for SERVICE BUREAU Agencies

Please note the following PAYROLL instructions and information:

- The final Off-Cycle for fiscal year 2004 (following PP 13-2004) will be processed Tuesday June 29, 2004 using a pay date of June 30, 2004. This Off-Cycle will be the **ONLY** Off-Cycle processed during the week of June 27, 2004 through July 3, 2004 and will expense against FY 2004 appropriations and funds. There will be no Off-Cycle processed July 1, 2004. Requests for this Off-Cycle must be received in OPM no later than 10:00 a.m. June 29, 2004.

- The first pay period for fiscal year 2005 (PP 14-2004) will be processed on July 2, 2004 due to the Independence Day holiday being celebrated on Monday July 5, 2004 (see the Bi-weekly Schedule of Pay Periods/Fiscal Year 2005**). In order for OPM to process all documents for Service Bureau Agencies for the Payroll Period 14-2004, forward Time Sheets, and approved Employee Request for Leave (if applicable), no later than 12:00 noon, Wednesday, June 30, 2004.**

- Master Data changes/corrections affecting the current fiscal year (FY 2004) must be performed prior to the end of the fiscal year (June 19, 2004). **Master Data changes/corrections must be forwarded to OPM by 12:00 noon June 17, 2004.** Effective PP 14-2004, the retro-calculation date on the employee Infotype 0003 record will be reset to June 21, 2004 (the first day of FY 2005). If it is necessary to perform ANY Master Data correction or change effective prior to June 21, 2004, after PP 13-2004 has been exited, an OPM Request to Change Retro-Accounting Date form, including a justification, must be provided to OPM Payroll Systems (fax number 501-682-5094). OPM will reset the employee IT0003 records in this same manner at the beginning of each fiscal year in the future. As a result, agencies will be allowed to make changes/corrections to any Master Data within the current fiscal year. There will be no need to submit an OPM

Request to Change Retro-Accounting Date form except in cases where the agency wants to retro back into the prior fiscal year.

- To avoid creating a negative expense in FY 2005 for FY 2004, **no** retro-calculations resulting from **overpayments** that occurred in FY 2004 will be permitted. **Overpayments** must be collected from the employee by personal check or money order. Retro-calculations resulting from **underpayments** that occurred in FY 2004 will be permitted provided your agency can certify that appropriation and funds were available as of 6:00 PM June 30, 2004, to pay the employee prior to the close of FY 2004. The request to pay an **underpayment** must be accompanied by a DFA Office of Accounting Letter of Certification when submitted to OPM Payroll Systems, as well as, an OPM Request to Change Retro-Accounting Date form.

- Changes/corrections to employee Master Cost Center and/or Cost Distribution (Cost Center, Internal Order, WBS Combinations) **MUST** be performed **BEFORE** June 19, 2004. Agency HR personnel should communicate with Agency FI personnel to assure that **error corrections** have not been performed prior to any changes/corrections to employee Master Cost Center and/or Cost Distribution.

- **Transactions with future dates greater than 07/01/04 should not be performed earlier than 07/01/04 due to the fact that the COLA has not been applied.** OPM, on behalf of Service Bureau agencies, can begin performing future dated transactions beginning 07/01/04. **Future dated transactions for July 1-3, 2004 must be submitted to OPM by 12:00 noon Wednesday June 30, 2004.**

- **BE AWARE** that the COLA will be effective 07/01/04 based on the employee salary as of 06/30/04. Therefore, any personnel action that affects an employee's basic pay with an effective date of 07/01/04 **WILL NOT be entered until after the COLA has been applied.**

- If, after the COLA has been applied, the agency needs OPM to enter an action effective 07-01-04 or realizes that an action, which affects an employee's basic pay, was over looked and should have been performed prior to 07/01/04, the agency **MUST** contact OPM. OPM will contact the AASIS Support Center. **OPM will not attempt to delete the COLA record on the basic pay screen. THIS ACTION MUST be performed by the ASC staff in order to maintain the historical COLA records.** Once the ASC staff has performed the necessary transaction to remove the COLA record, OPM will be instructed to perform the needed personnel action or the one previously overlooked. Upon notification from OPM that this personnel action has been completed, ASC staff will reapply the COLA.

- COLA is not given to Extra Help employees. If the agency decides to give the COLA to an Extra Help employee, a Change in Pay/Position Attributes personnel action must be performed by OPM. **This must be submitted to OPM as a future dated transaction by 12:00 noon Wednesday June 30, 2004.** The Reason Code on the Action Infotype (0000) should reflect 03 (Adjustment/Correction). The Reason Code on the Basic Pay Infotype (0008) should reflect 01 (Within Range).

- Employees with a Hire Date of 07/01/04 are not eligible for the COLA.

- Payouts for terminated employees with a termination date prior to June 21, 2004, **must** be processed on or before the last pay period of the current fiscal year (PP 13-2004) to expense against fiscal year 2004 appropriations and funds. Payouts processed in fiscal year 2005 for fiscal

year 2004 will be considered an **underpayment** as described in bullet number four (4) of these instructions.

- Leave absences for dates up through June 30, 2004 **WILL** be entered by OPM prior to close of business (4:30 p.m.) June 30, 2004 and Leave absences for July 1-3, 2004 **WILL NOT** be entered into the system by OPM until July 1, 2004 or later so that the Leave Liability report will reflect correct data.

- OPM will run the report 'PT_QTA10 – Absence Quota Information' to verify employee leave balances **before** running your agency Leave Liability Report.

- The Office of Accounting will create the statewide Leave Liability Report.

Accounting Detailed Instructions

The following instructions pertain to ACCOUNTING year-end processes:

1. The Department of Finance and Administration Office of Accounting (DFA-OA) has discussed year-end cash management strategies with several agencies that have experienced a negative fund balance during FY2004 at the Treasurer's Office. It is important to remember that the balance reflected in your system of record for your agency fund balance is not the Treasurer's Office records. No state agencies have direct access to the fund balances maintained by the Treasurer's Office**.**

   The only assurance you have is to verify that deposits have been received by 12 noon Wednesday, June 30, 2004, in the Treasurer's Office that you have entered in your records. DFA-OA suggests that you receive a stamped copy of each deposit you make at the Treasurer's Office during the final two weeks of June.

   The following are the important dates for cash management during June.

   - **June 23, 2004, close of business** - All Due To/From in Payroll Paying Fund must be cleared.

   - **June 25, 2004, close of business** - Funding for the payroll to be distributed to employees on Friday, June 25, 2004, must be completed.

   - **June 28, 2004, close of business** – All wire transfers and ACH deposits that are to be recorded in FY2004 will have to be receipted through the Federal Reserve Bank to an account of the Treasurer's Office with the corresponding agency receipt provided to the Treasurer's Office the same day.

   - **June 29, 2004, close of business** – Agencies that will need DFA-OA to process transfers into their Constitutional Officers, State Central Services,

Miscellaneous Agencies, Miscellaneous Revolving, or inter-agency transfers should email their request to Catherine.Hickerson@dfa.state.ar.us and include all pertinent funds, cost centers, business areas, and amounts.

- **June 30, 2004, 10AM** – All receipts will have to be processed to ensure delivery of the deposit receipt to the Treasurer's Office prior to their closing at noon.

- **June 30, 2004, 10 AM** – The Off-cycle payroll for Biweekly Pay Period 13 of 2004 will have been processed Tuesday, June 29, 2004. Funding must be completed by Wednesday, June 30, 2004 at 10 AM.

- **June 30, 2004, Noon** – Warrant redemption by the Treasurer's Office begins. Also, all funds must have a zero or positive balance per the Treasurer's records.

- **June 30, 2004** – At approximately **10 p.m.**, the last payment run will execute to issue warrants to utilize all general and special revenue distributions as determined by the State Treasurer in his final distribution of FY2004 revenue for June 30, 2004.

- **June 30, 2004, close of business** – All funds must have a zero or positive balance on the agency's records.

2. All agencies will need to clean up Payroll Due To/From accounts by **June 17, 2004**, and then fully fund payrolls by **June 25, 2004** for the regular payroll, and by **June 30, 2004 at 10 AM** for the Off-Cycle. http://aasis.state.ar.us/2004_Year_End/default.htm

3. All agencies will need to verify the accuracy of outstanding GR/IR by **June 21, 2004**. http://aasis.state.ar.us/2004_Year_End/default.htm

4. WBS Capital (Assets Under Construction) Projects will need to be settled to an Asset Under Construction asset shell by **June 30, 2004**. If you have further questions about the process, the courseware involved can be found on the AASIS web site at: http://aasis.state.ar.us/Training/CourseWare/CWareAUC.htm or you may also call Deanna Richardson at (501) 683-0395 if you have questions.

5. Parked, Held and Blocked documents will need to be cleared by **June 21, 2004**. Appendix 2 provides the instructions for reviewing these documents**.** http://aasis.state.ar.us/2004_Year_End/default.htm

6. Error corrections for both receipts and expenditures, warrant cancellations and refunds to expenditures must be received by the DFA –Office of Accounting by **June 21, 2004**, in order to allow time for review, posting and transmittal of this information to the Treasurer and Auditor.

7. FY2005 master data request should be made by **June 21, 2004**. Also, all agencies should verify the FY2004 master data is setup correctly. (i.e. if an agency has a WBS element or cost center that should not be used beyond June 30, 2004, they need to make sure it is locked for all posting). NOTE: Depreciation cannot be posted on assets with locked cost centers. Please confirm whether there are assets that are locked and if so, consider whether to transfer to new asset with new cost center. Otherwise, AASIS Support Center will have to unlock the cost center each month to run depreciation and then lock it again.

8. Due To/From accounts other than payroll should be reviewed and adjusted to the proper amounts by **June 25, 2004**. Appendix 3 contains the instructions for this process. **Entries that affect cleared cash should be cleared by Melanie Hazeslip at (501) 682-5229 prior to entry to ensure no duplication with fund reconciliation efforts. Due to/from amounts related to DFA funds such as AGA, ASA, and ARH and/or general and special revenue should be discussed with Catherine Hickerson before attempting to correct.**
http://aasis.state.ar.us/2004_Year_End/default.htm

9. Electronic fund transfers that are expected to be included in your fund balances for Fiscal Year 2004 must be deposited into the Treasurer's bank by **5PM on June 25, 2004**. The deposit receipt must also be in the Treasurer's Office by **close of business on June 25, 2004**, to ensure posting by Treasurer's Office.

10. A hard cash close will occur on **June 30, 2004, at noon**. You **must** ensure that you do not have negative balances as of this date in both your agency records and the Treasurer's records. The hard cash close will help the Office of Accounting prepare cash basis reports for the comparison of expenditures to appropriations. Although the regulatory laws governing the State's central system were changed, the constitutional laws governing the disbursements out of and receipts into Treasury funds and appropriations have not changed.

11. The last Division of Revenue interface file to the Treasurer will be run at **10AM on June 30, 2004**. The cash journal must be cleared and postings of revenue completed before that time. Receipts and actual monies (cash, check, warrant, etc.) must be delivered to the Treasurer **before noon on June 30, 2004**. Fund transfers must be finished by **10AM on June 30, 2004** in order to be included in the interface file for the Treasurer for FY2004.

12. All invoices to be paid out of FY2004 shall have a payment date of **June 30, 2004, or earlier**. Payment terms expressed in number of days cannot exceed this deadline. All direct deposit payments expected to be paid from FY2004 must have a **bank pay date less than June 30, 2004**. FB60 and MIRO transactions will be keyed as pay immediately (payment terms 0001).

13. Prior Year Obligation ("Y vouchers" from FY2003) must be paid in FY2004 by **June 30, 2004**, or the vendor will be forced to go to the Claims Commission.

14. Refer to the Procurement Year-End Instructions for the method of carry forward for purchase orders with goods or services received for which no invoice has been receipted by June 30, 2004. . A certification letter that funds and appropriations were available for the FY2004 must be presented for each "Y Voucher" processed in FY2005. Appendix 4 (2 parts) contains the instructions for "Y Vouchers" and a certification letter. Open purchase orders at June 30 can remain in the system, and the commitments against old year budget will be carried forward as commitments against the FY 2005 budget. Any open Purchase Requisitions or Purchase Orders that you do not plan to use, and that you do not want committing your new budget should be deleted by **June 30, 2004**.

Refer to the Procurement Year-End Instructions for the method of carry forward for purchase orders with goods or services received for which no invoice has been receipted by June 30, 2004. . A certification letter that funds and appropriations were available for the FY2004 must be presented for each "Y Voucher" processed in FY2005. Appendix 4 (2 parts) contains the instructions for "Y Vouchers" and a certification letter. Open purchase orders at June 30 can remain in the system, and the commitments against old year budget will be carried forward as commitments against the FY2005 budget. Any open Purchase Requisitions or Purchase Orders that you do not plan to use, and that you do not want committing your new budget should be deleted by **June 30, 2004**.

All FY2004 invoices for which warrants have not been issued and do not qualify as a "45 day rule" invoice exception as of the final payment run on June 30, 2004 will be reversed.
http://aasis.state.ar.us/2004_Year_End/default.htm

15. The final BSEG will be run on **June 30, 2004**.

16. Agencies should conduct physical inventories of items of a "material amount", other than equipment, on **June 30, 2004**. The extended value of the inventory will be added to the trial balance by agency entered period 13 journal entries as part of the closing entries made by your agency **between July 7, 2004 and July 31, 2004**.

17. New Year payment interface files must have a posting date **greater than July 1, 2004**. These may be transmitted beginning **July 1, 2004**. **Note: There should be no FY2005 payments in the interface files prior to July 1, 2004. If they are included in your final BSEG file on June 30, 2004, it is entirely possible the file will not post properly and invalidates your final year end vouchers. These would then create "Y Vouchers" for items you intended to pay in FY2004.**

18. FY2002 Old Year Cancellations that have not been processed and FY2002 Old Year warrants that have not been redeemed will become "outlawed" on **June 30, 2004.** The Treasurer will provide Office of Accounting with a list of these warrants for increasing the Agency's Fund Balance, where legally applicable, **mid July**. The outlawed warrant list will be available in **August** via email request to: **Danny.Bokamper@dfa.state.ar.us** for user agencies and to: **SB-Accounting@dfa.state.ar.us** for service bureau agencies.

19. It is anticipated that DFA – Office of Accounting will complete the special and general revenue distribution by **approximately 9 pm on June 30, 2004**. Any loans from the Budget Stabilization trust fund must be repaid by June 30, 2004 and any Claims Commission Charges owed will be deducted immediately after distribution. In the event an Agency depends upon those transfers to fund vendor payables, agency staff must be on hand until the payment run begins on **June 30, 2004**. This will allow the agency to receive notification of the completed distribution and have one hour to make legal fund transfers. This will be the final run for FY 2004 funds and appropriation. Agencies **WILL NOT** have an opportunity to clean-up or fix funding problems.

* Agencies are required to certify funds and appropriation for prior year obligations. These certifications should be sent to DFA Office of Accounting Tori.Bailey@dfa.state.ar.us

Fiscal Year 2004 FI agency entry ends on Wednesday, June 30, 2004, before the final payment run for FY 2004 begins, planned for approximately 10 PM.

Catherine Hickerson will notify one agency contact person by email when revenue distribution is completed of the amount available for that agency. This notification is strictly for those agencies that will have personnel on duty to key transfers into AASIS in order to spend their general and special revenue distribution in FY 2004. You must email Catherine at Catherine.Hickerson@dfa.state.ar.us in order to participate in this activity by June 25, 2004. *She will not be available by telephone the night of June 30, 2004.*

20. The Office of Accounting will transfer reclaimable funds after **August 14, 2004**. Agencies must send their Certifications of Non-Reclaimable amounts to Catherine Hickerson by close of business July 31, 2004.

21. Year End College and University General Revenue Reimbursement

Colleges and Universities may send an email to Catherine.Hickerson@dfa.state.ar.us requesting an advance of General Revenue up to 80% of the June allotment prior to requesting reimbursement from Service

Bureau. The advances will be made as funds are available. The advance requests should be made by close of business June 18, 2004. Advances of General Revenue will not be given after close of business June 28, 2004.

Colleges and Universities must transmit cash fund expenditures for which reimbursement is requested by June 29, 2004 in order to ensure that the request can be processed within Fiscal Year 2004.

Your college or university should send a reimbursement form to the Office of Accounting via Email to SB-Accounting@dfa.state.ar.us with all coding complete with the exception of the dollar amount. In order to minimize data entry, please request reimbursement for expenditure balances that represent the largest amounts.

The amounts will be filled in by the Office of Accounting based on the total amount of the reimbursement request not to exceed the amount of the final General Revenue Distribution. This reimbursement will be for funds only, not appropriations as is normal throughout the year.

The reimbursement will then be processed as part of Fiscal Year Closing on Wednesday, June 30, 2004.

22. To facilitate the preparation of the annual Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2004, each state agency, board, commission, retirement system, college, and university will need to download the appropriate year-end package from the DFA website located at http://www.arkansas.gov/dfa/accounting/index.html no later than June 25, 2004. The following packages are on the website:

State Agency Year-end Disclosure Package – All state agencies, boards, and commissions must complete this package and return it by the deadline listed in the CAFR timeline.

College and University Closing Book – All colleges and universities must complete this package and return it by the deadline listed in the CAFR timeline.

Retirement System Closing Book – All retirement systems must complete this package and return it by the deadline listed in the CAFR timeline.

Debt Service Year-end Disclosure Package – All state agencies, boards and commission with any type of long term debt including bonds, notes and loans payable must complete this package and return it by the deadline listed in the CAFR timeline.

In addition, each state agency, board, commission, retirement system, college and university will need to download the 2004 CAFR timeline no later than **June 18,**

2004. Each state agency, board, and commission will need to download the Year-end Closing Status Report which must accompany the supporting documentation for the trial balance provided to DFA-OA-CAFR and the Fiscal Year-end Entries examples no later than **June 15, 2004**.

Please contact your CAFR liaison if you need assistance with downloading any of these forms.

23. If your agency has funds that will no longer exist in FY2005, sales and use tax payable that has been accrued in those funds should be remitted no later than **June 25, 2004**. Agencies should pay sales and use tax out of the same fund where it was originally accrued. This presents a special problem if an agency does not pay the tax due by June 30, 2004 since the fund will no longer be active in July 2004. The amounts due that are not paid by **June 30, 2004** may have to be presented to the Claims Commission. Sales and use tax payable for funds that will continue to exist in FY2005 will need to be processed as a Y Voucher if not paid by **June 30, 2004**.

If you have any questions regarding performing AASIS transactions, please call the AASIS help desk at (501) 683-2255. Please inform the Help Desk staff that you need assistance with year-end procedures and the module with which you need assistance.

If you have any questions regarding this letter, email Danny.Bokamper@dfa.state.ar.us

Accounting Appendix 1

Maintain Clearing Accounts – General Ledger, Accounts Payable, Accounts Receivable, House Banks, Etc.

Overview:
Clearing accounts are suspense accounts used to record a transaction until the appropriate location (where the transaction should reside) can be identified. For example the GR/IR account records the accrual for goods received but not paid for, until the invoice is received and the accrual can be replaced by a vendor accounts payable.

Maintaining clearing accounts involves multiple transactions to complete the whole process. Clearing accounts are maintained to ensure items which have a common flow for a process are complete and accurate. For instance if a purchase order, goods receipt and invoice do not match then it is not automatically cleared and must be analyzed for discrepancies.

For every open item managed account used by the State, both Agency and DFA central personnel should monitor open and cleared items. Account line items should be reviewed at least weekly to ensure that transactions are being cleared on a timely basis, and to investigate any long outstanding open items.

The State will be using a number of general ledger clearing accounts such as cash and payroll clearing accounts which will be open item managed. In addition to some G/L accounts, all customer and vendor accounts are open item managed.

The GR/IR account is a liability clearing account. Whenever goods are procured through purchase orders, a goods receipt document is created (when the goods are subsequently received). The creation of the goods receipt document in AASIS facilitates an automatic posting to debit the relevant expense account and credit the GR/IR clearing liability account, pending

receipt of the vendor invoice. The vendor invoice is received and keyed. This results in a debit to the GR/IR clearing and a credit to the appropriate vendor payable account.

For all clearing accounts, in order for transactions to clear, the transaction that will give rise to the clearing must be processed as a post with clearing transaction in AASIS. If the person posting the clearing transaction does not use post with clearing, but instead uses a regular G/L posting, the individual line items will not clear the open item managed account.

The following transactions are used to manage open item accounts.

Transaction F.13
Responsible Agency: Department of Finance & Administration

Purpose: Automatically clear open items of customers, vendors and G/L accounts. Execute transaction F.13 to clear as many lines in the general ledgers, customers and vendors as is possible. The program sets up groups of items per account according to specified criteria determined during configuration of the system. If the balance of the group is zero, the items are marked as cleared. For example, the customer clearing program groups together items with the same assignment number and the vendor clearing program groups together items with the same fund and business area. By specifying criteria, you restrict the number of items which ensures that only items which have as a basis a common business transaction are cleared against each other. The items in the reconciliation accounts are also cleared automatically. When clearing, the program puts a clearing document number and a clearing date into the line items. Automatic clearing is scheduled to run at predetermined intervals for customers, vendors and the GR/IR Clearing account, but will be run more frequently at year end.

DFA Office of Accounting will be monitoring these postings and contacting agencies regarding any DT/DF created as a result of automatic clearing. See the F.13 instructions below.

Instructions for F.13.doc

General Ledger/Special Purpose Ledger:

General Ledger accounts that are Open Item Managed (OIM) must be cleared, and the items must be matched by fund in order to avoid DT/DF lines. There are two reports for users to identify open items, which must then be followed by manual clearing using different transactions.

The attached list shows all current OIM accounts:

OIM Geneal Ledger Accounts.xls

Transaction FBL3N, Transaction ZAP4 – Open Items lists

These reports are designed to assist the user in analyzing open items that have not cleared. Any items on these reports must be researched to determine if there is a problem or if the item is still legitimately open.

FBL3N is an open item report for the General Ledger. It does not provide open items for vendor or customer accounts. FBL3N can be executed for a specific business area, but it does not show fund. Users must drill down on the items into the document to determine the fund on each item.

ZAP4 is a custom report that can be executed for a specific business area and/or fund. It does include fund information, but does not have as much detail as the FBL3N report. It also does not have drill-down functionality, which means users must go to transaction FB03 in order to display any documents requiring investigation.

Instructions for both reports are attached here.

Instructions for FBL3N.doc

Instructions for ZAP4.doc

Transaction F-03
Responsible Agency: All Agencies

Purpose: Investigate open items for errors, omissions and completeness, correct and manually clear. Open items that have not automatically cleared need to be investigated and adjustments may be required.

Transaction F-03 is used for clearing items where the debit and credit are both in the same GL account. If the clearing is from one account to a "master account", such as for bank accounts, use transaction F-04 (Post with clearing).

Instructions for F-03 are attached here.

Instructions for F-03.doc

Transaction F-04 (Post with Clearing)
Transaction FF67 (Process Manual Bank Statement)
Responsible Agency: All Agencies

Purpose: Investigate open items for errors, omissions and completeness, correct and manually clear. Open items that have not automatically cleared need to be investigated and adjustments may be required.

Transaction F-04 is used for clearing items from one account to another. The primary example of clearing items between accounts is the clearing of house bank accounts. Items in the incoming account (deposits/transfers) and outgoing account (checks/transfers) must be cleared to the master account (GL account number ending in "0").

The first step is to use transaction FF67 to manually process monthly bank statements for house banks (cash funds in commercial banks). Any remaining open items, such as adjustments or voids, should be cleared manually. Only legitimate outstanding items should remain open. Transaction F-04 should be used to clear any open items that do not appear on the bank statement and are not legitimately outstanding.

Instructions for FF67 and F-04 are attached here.

Instructions for Bank Reconcilation.pdf

Instructions for F-04.doc

Accounts Receivable:
Transaction FBL5N – Customer Open Items

FBL5N is a report designed to assist the user in analyzing Customer open items that have not cleared on the scheduled Automatic Clearing run. Items that require manual clearing must be cleared with transaction F-32.

Instructions for executing report FBL5N are attached here.

Instructions for FBL5N.doc

Transaction F-32 – Customer Clearing (Manual)
Responsible Agency: All Agencies

Purpose: Review open items for errors, omissions and completeness. Open items that have not automatically cleared need to be investigated and adjustments may be required.

Instructions for using F-32 are attached here.

Instructions for F-32 MANUAL CLEARING F

Transaction F-03 – Clearing the Cash Journal Accounts
Responsible Agency: All Agencies

This is the same transaction used for clearing General Ledger accounts. Instructions are attached here.

Instructions for F-03 Clearing Cash Journa

Accounts Payable:

Transaction FBL1N – Vendor Open Items
Transaction ZOPENITEMAP – Vendor Open Items with Fund

Purpose: Review open items for errors, omissions and completeness.

There are two kinds of vendor invoices: those from the direct pay (FB60) process and those from the Purchasing process. Both kinds of invoices appear on the FBL1N and ZOPENITEMAP reports of vendor open items. There are two kinds of clearing involved in the purchase order process: vendor clearing, which matches invoices, payments and/or credit memos in the vendor account, and GR/IR clearing, which matches goods receipts and invoice receipts in the GR/IR Clearing account in the General Ledger.

Vendor Open Items

There are two reports for identifying vendor open items. FBL1N can be executed for a specific business area and allows drill-down to the individual documents. It does not include fund information. ZOPENITEMAP does not have drill-down functionality, but it does include fund information. Open vendor items must be researched to determine why the invoice/credit memo has not cleared (paid), and corrective action should be taken immediately.

Instructions for both transactions are attached here.

Instructions for FBL1N.doc

Instructions for ZOPENITEMAP.doc

Transaction F-44 – Vendor Clearing (Manual)

Most clearing of vendor accounts is done via the payment run and the Automatic Clearing run, which are scheduled nightly. However, any manual clearing should be done using transaction F-44.

Instructions for F-44.doc

GR/IR Clearing

Invoice and payment processing via purchase orders involves a three way match between the purchase order, goods receipt and the invoice. Invoice verification is completed in order to verify the accuracy and arrangements being made to issue a payment to a vendor for goods. This process is called the '3-way match'. The '3-way match' process matches the purchase order, good receipt (for goods and services) and invoice for quantity and price match.

General Information: When a Requisition is created a commitment is created automatically to reserve the funds and draw down on the budget. When the Purchase Order is created the commitment is confirmed.

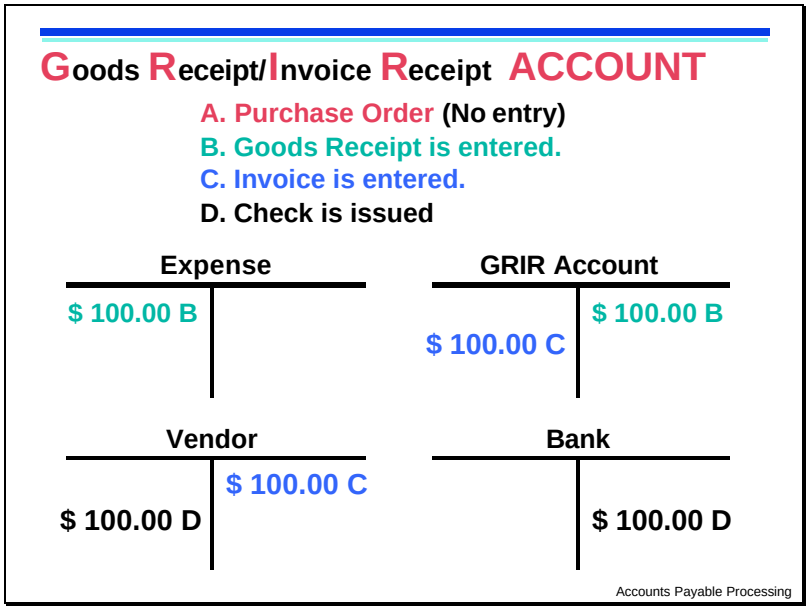
When the goods are received, a Goods Receipt is created in AASIS stating quantities received. At this point the amount of the original Purchase Order, if all quantities are received, is posted (debited) to the corresponding General Ledger account, Cost Center, Order or WBS element (recording the expense) and the "GR/IR Account" is credited.

The GR/IR account is a holding or clearing account which tracks the *pending* obligations to pay. When the Invoice is received from the Vendor it is entered into AASIS through the Invoice verification transaction. The posting compares the original Purchase Order, Goods Receipt, and Invoice for a three-way match based on price and quantity within tolerance.

If there is a match, the GR/IR account is debited and the Vendor account is credited for the amount of the invoice. The Invoice date becomes the baseline date for payment of the invoice based upon the payment terms set out in the Purchase Order. If a tolerance is exceeded, the tolerance entry is made automatically to complete the transaction and the invoice is blocked for payment. Once the tolerance has been addressed by a revision to the Purchase Order or perhaps a Credit Memo, unblock and payment issues, taking full advantage of Vendor discounts.

Agency Accounts Payable will have to monitor the GR/IR account for transactions in their agency that are old and clear them out by resolving or having issues (blocks) resolved. The GR/IR Clearing account is cleared centrally by the Automatic Clearing run on the 2nd and 16th of each month (more frequently at year-end). In the event that Due To/Due From postings are generated by the clearing run, DFA-Office of Accounting will contact the agency to post a settling entry.

Any items that do not clear on the Automatic Clearing run must be researched to determine why they are still open and what, if anything should be done to correct the problem. Research should reports from both the FI and MM modules.



Analyze the outstanding entries in the GR/IR using the following as a guide. Please note that prior year open GR/IR items may require special action or approval from DFA-Office of Accounting.

- Goods Receipt (document type WE) has been entered and no Invoice Receipt (document type RE) has been entered.
  - Verify that invoice was not entered as a non-PO invoice (FB60) by displaying vendor line items (FBL1N). See the next bullet for instructions for clearing GR/IR if invoice was entered as a non-PO invoice.
  - If no invoice has been entered, contact vendor for invoice to be paid (entering an invoice for the full amount will allow GR/IR to clear and credit the vendor).
  - Contact receiver to determine if goods were received in error (receiver will then reverse GR to allow GR/IR to clear and credit expense).

- Goods Receipt has been entered and invoice was processed as a non-PO invoice (FB60) – Expense will be charged twice (Once when GR was entered and again when non-PO invoice was entered)
  - Enter an invoice (Transaction MRHR) with a zero vendor line item, change the amount(s) brought forward from the goods receipt to zero. Quantity will have to match quantity (value) of goods invoiced. This will allow GR/IR to clear and credit the expense.

- Invoice Receipt has been entered (document type RE) and no Goods Receipt has been entered (document will be **BLOCKED**)
  - Contact the Receiver to determine if goods have been received
  - If goods were received, have Receiver enter GR. This will debit the expense, allow GR/IR to be cleared and unblock the invoice (when DF&A runs automatic unblocking)

- ❖ If goods have not been received, have receiver contact for delivery date, may be necessary to reverse invoice (transaction MR08)

- Invoice Receipt has been entered and quantity is larger than Goods Receipt quantity (document will be **BLOCKED**)
  - ❖ Contact the Receiver to determine if further goods receipts are expected. If further GR's are entered, this will debit the expense, allow GRIR to be cleared and unblock the invoice (when DF&A runs automatic unblocking).
  - ❖ The Receiver may have to contact the Buyer to determine if quantities should be added to the PO (additional GR's may exceed tolerance on the PO and PO may require re-approval)
  - ❖ Contact the vendor for a credit memo for the amount overcharged. This will debit the vendor and credit GRIR. Invoice will then have to be manually unblocked (transaction MR02)

- Goods Receipt quantity is larger than invoice quantity
  - ❖ Contact the Receiver to ensure that GR was entered correctly. Correcting the document will credit the expense and allow GR/IR to be cleared.
  - ❖ If GR was entered correctly, contact the vendor to determine if further invoices are expected, if they do not intend to invoice further, contact DF&A to clear quantity in GR/IR, and Buyer to close the Purchase Order (unless vendor requests that the goods be returned – Receiver will then have to enter a return of goods to the vendor, this will allow GRIR to clear)

- Invoice Receipt was entered and entry made in GR/IR in error – subsequent debit/credit should have been selected when not affecting quantity (should have only affected Vendor account and Cost Element/Cost Object).
  - ❖ Reverse (cancel) original invoice and re-enter invoice using sub. debit/credit
  - ❖ If a warrant has already been issued (item cannot be cancelled because it is cleared) contact the receiver to enter another GR for the same quantity that was entered on the invoice receipt

Clearing the GR/IR Clearing account requires the FI personnel to work with the MM personnel to determine the cause of imbalances and take the appropriate corrective measures. Some entries can only be made by DFA-Office of Accounting due to the nature of the transactions, but should only be done after consultation with the appropriate agency staff.

Financial Staff

Transactions FBL3N and ZAP4

These reports can be used to analyze the outstanding balance in the GR/IR Clearing account. Once the Financial personnel determine which purchase orders are causing the balance, they

should contact their MM counterpart to analyze the PO and determine what, if anything can be done from the MM side to fix the problem.

Instructions for ZAP4 - GRIR.doc

Instructions for FBL3N - GRIR.doc

Transaction MB5S
Responsible Agency: All agencies

Transaction MB5S – Report from the Materials Management viewpoint used to analyze discrepancies on purchase order history between GR and IR. This includes missing GR's or IR's.

Instructions for MB5S are attached here. Users requiring further assistance should contact DFA-Office of State Procurement or the AASIS Support Center.

Instructions for TRANSACTION MB5S.

Accounting Appendix 2

Review Parked, Held and Blocked Documents

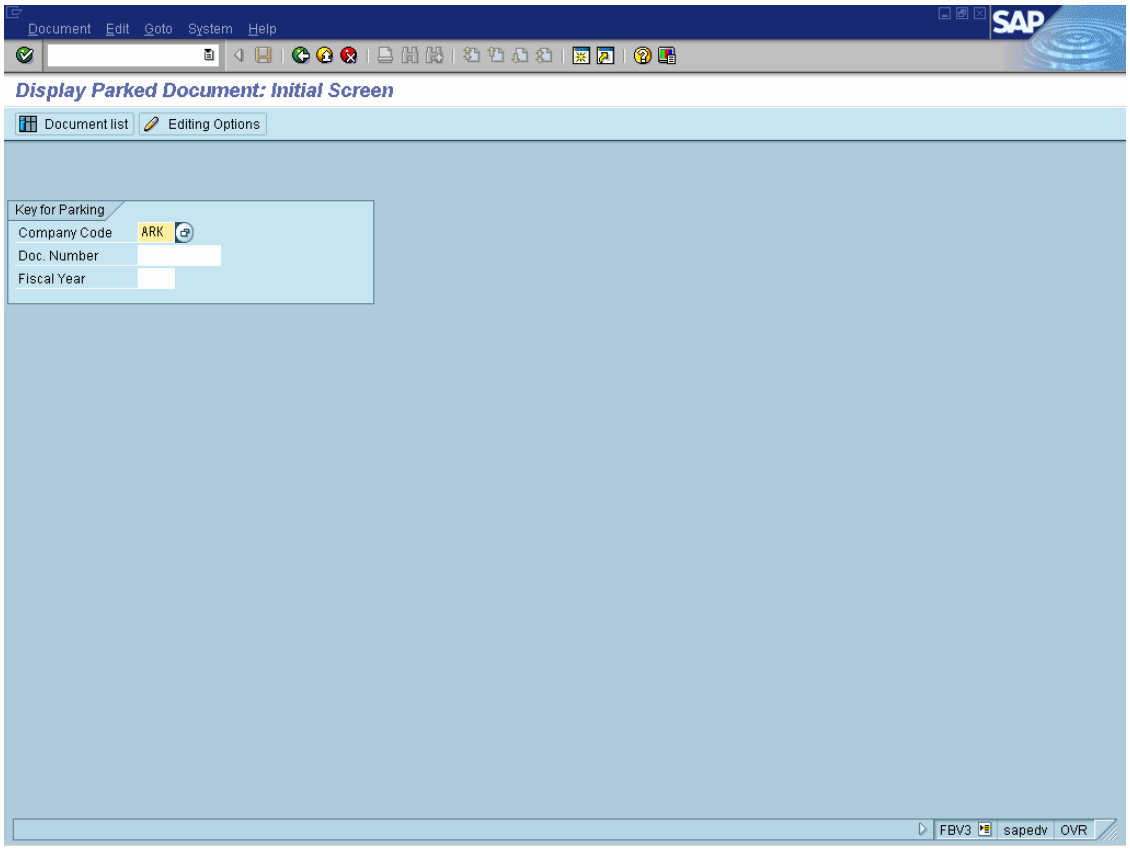
Display Parked Documents - FBV3,
Report Program for Parked Vendor Invoices- ZF_VEND_INV01,
MIR6 – Parked/Held MIRO's
MRBR – Blocked Invoices

Accounting ➢ Financial Accounting ➢ General Ledger ➢ Document ➢ Parked Documents ➢ Display

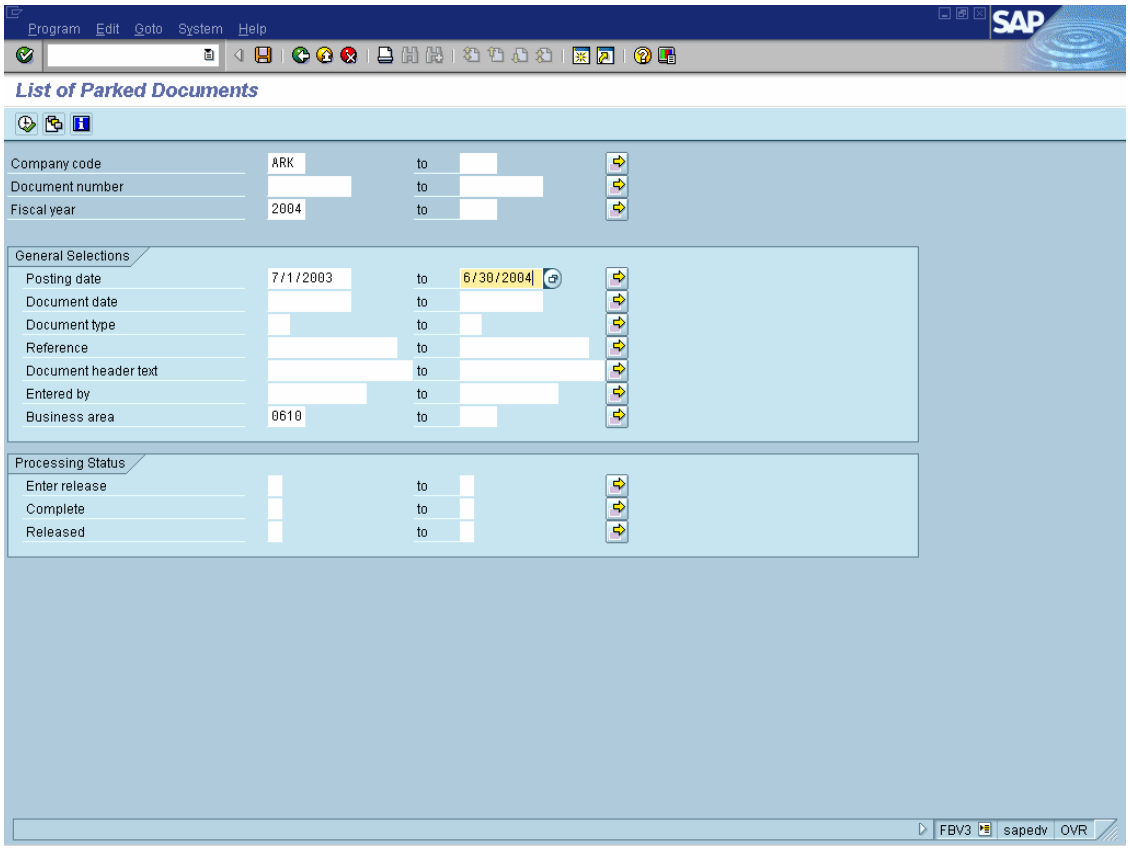
Responsible Agency: All

Purpose: Verify that all necessary documents are posted in the correct fiscal year, and delete unnecessary and/or incorrect documents.

Step 1: Display list of parked documents.

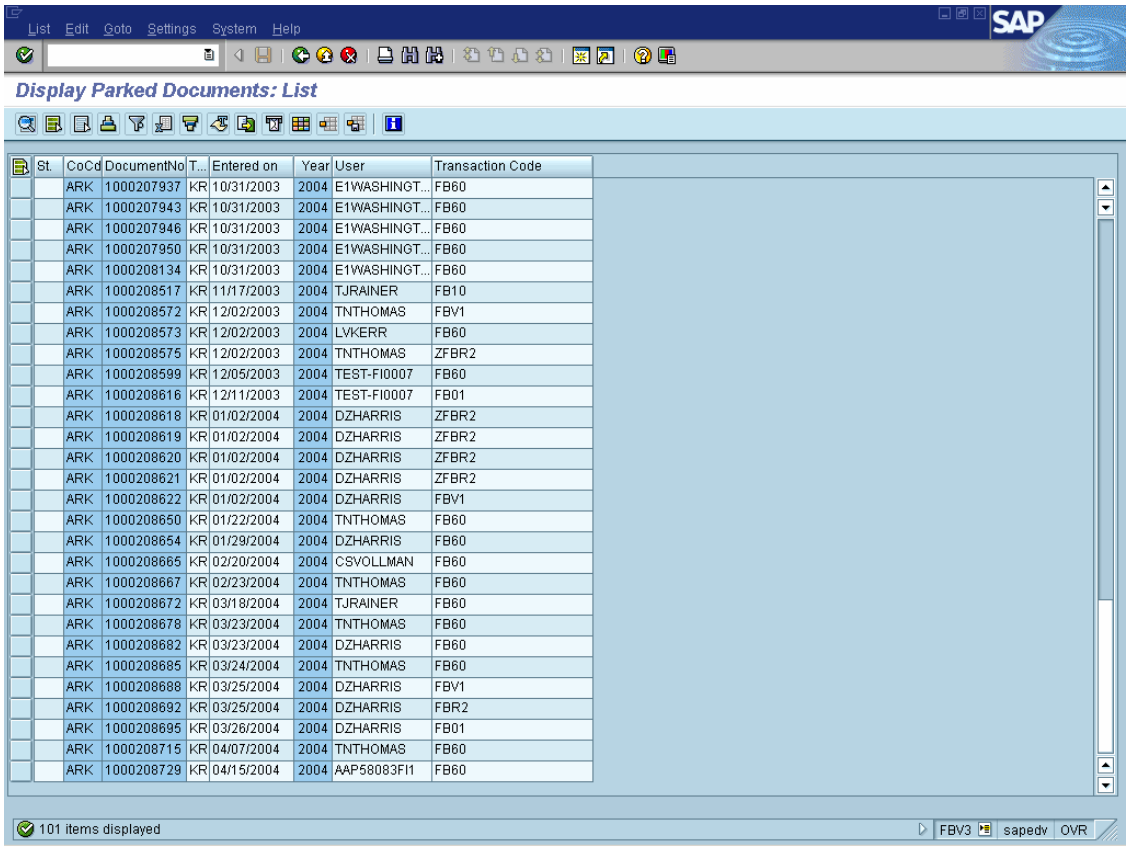


To create a list of parked documents by User ID, click the “List” button.



Selection Criteria:

- ✓ Company Code is ARK
- ✓ Fiscal Year is current
- ✓ Posting Date should be a range from 7/1/200? – present or 6/30/200?
- ✓ Enter a User ID in the “entered by” field to get a report for one person or you can use the multiple selection feature to enter several User IDs.
- ✓ Business area is a required field, so enter your agency number



St.	CoCd	DocumentNo	T...	Entered on	Year	User	Transaction Code
	ARK	1000207937	KR	10/31/2003	2004	E1WASHINGT...	FB60
	ARK	1000207943	KR	10/31/2003	2004	E1WASHINGT...	FB60
	ARK	1000207946	KR	10/31/2003	2004	E1WASHINGT...	FB60
	ARK	1000207950	KR	10/31/2003	2004	E1WASHINGT...	FB60
	ARK	1000208134	KR	10/31/2003	2004	E1WASHINGT...	FB60
	ARK	1000208517	KR	11/17/2003	2004	TJRAINER	FB10
	ARK	1000208572	KR	12/02/2003	2004	TNTHOMAS	FBV1
	ARK	1000208573	KR	12/02/2003	2004	LVKERR	FB60
	ARK	1000208575	KR	12/02/2003	2004	TNTHOMAS	ZFBR2
	ARK	1000208599	KR	12/05/2003	2004	TEST-FI0007	FB60
	ARK	1000208616	KR	12/11/2003	2004	TEST-FI0007	FB01
	ARK	1000208618	KR	01/02/2004	2004	DZHARRIS	ZFBR2
	ARK	1000208619	KR	01/02/2004	2004	DZHARRIS	ZFBR2
	ARK	1000208620	KR	01/02/2004	2004	DZHARRIS	ZFBR2
	ARK	1000208621	KR	01/02/2004	2004	DZHARRIS	ZFBR2
	ARK	1000208622	KR	01/02/2004	2004	DZHARRIS	FBV1
	ARK	1000208650	KR	01/22/2004	2004	TNTHOMAS	FB60
	ARK	1000208654	KR	01/29/2004	2004	DZHARRIS	FB60
	ARK	1000208665	KR	02/20/2004	2004	CSVOLLMAN	FB60
	ARK	1000208667	KR	02/23/2004	2004	TNTHOMAS	FB60
	ARK	1000208672	KR	03/18/2004	2004	TJRAINER	FB60
	ARK	1000208678	KR	03/23/2004	2004	TNTHOMAS	FB60
	ARK	1000208682	KR	03/23/2004	2004	DZHARRIS	FB60
	ARK	1000208685	KR	03/24/2004	2004	TNTHOMAS	FB60
	ARK	1000208688	KR	03/25/2004	2004	DZHARRIS	FBV1
	ARK	1000208692	KR	03/25/2004	2004	DZHARRIS	FBR2
	ARK	1000208695	KR	03/26/2004	2004	DZHARRIS	FB01
	ARK	1000208715	KR	04/07/2004	2004	TNTHOMAS	FB60
	ARK	1000208729	KR	04/15/2004	2004	AAP58083FI1	FB60

About running the report:

- The report now displays User ID, so running the report by business area will bring up all parked documents for your agency. The report can then be sorted by user ID.
- You can also bring in such information as Header Text to help identify the purpose of the documents.
- Business Area is now a selection criteria for parked documents.

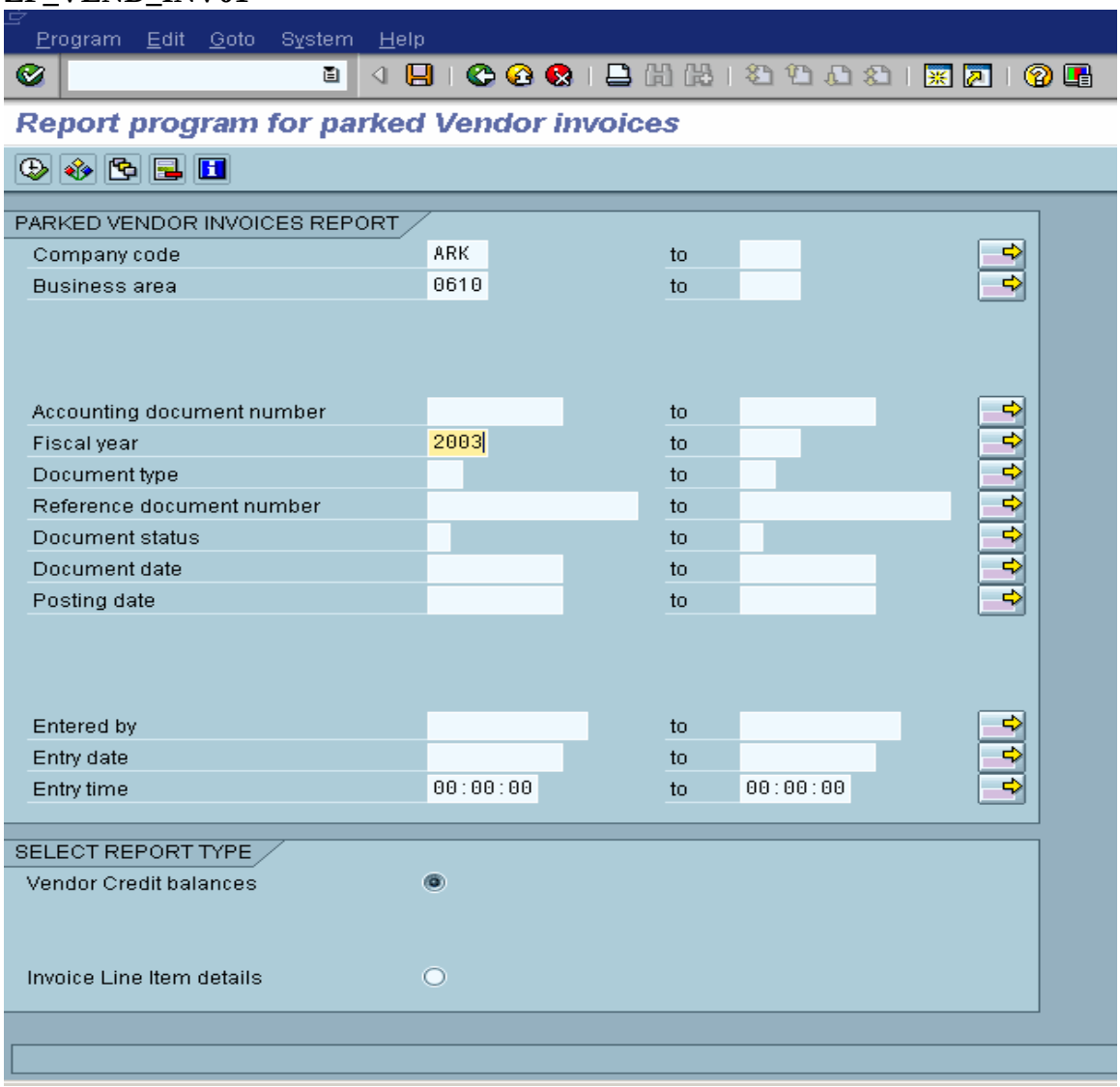
Step 2: Review the documents and take the appropriate action.

Each document must be completed and/or posted, or deleted. You can either drill down on the report list to view the document or use transaction FBV3. The transaction to post or delete is FBV0.

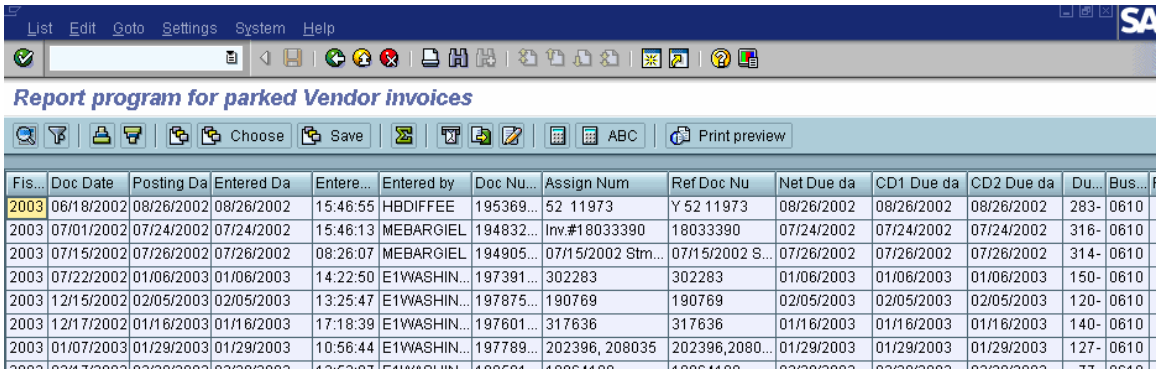
Things to keep in mind when evaluating the older documents:

- ✓ Make sure the GL accounts are correct and still valid for posting
- ✓ If it is an expense error correction, verify that it affects your appropriation and budget the way it should and that Office of Accounting has been notified to post it

Report Program for Parked Vendor Invoices-
ZF_VEND_INV01



Enter Company Code: ARK
Enter Business Area
Enter Fiscal Year: current
Execute.
NOTE: This report generates a list of parked invoices ONLY. No other document types are included in this report.



Fis...	Doc Date	Posting Da	Entered Da	Entere...	Entered by	Doc Nu...	Assign Num	Ref Doc Nu	Net Due da	CD1 Due da	CD2 Due da	Du...	Bus...
2003	06/18/2002	08/26/2002	08/26/2002	15:46:55	HBDIFFEE	195369...	52 11973	Y 52 11973	08/26/2002	08/26/2002	08/26/2002	283-	0610
2003	07/01/2002	07/24/2002	07/24/2002	15:46:13	MEBARGIEL	194832...	Inv.#18033390	18033390	07/24/2002	07/24/2002	07/24/2002	316-	0610
2003	07/15/2002	07/26/2002	07/26/2002	08:26:07	MEBARGIEL	194905...	07/15/2002 Stm...	07/15/2002 S...	07/26/2002	07/26/2002	07/26/2002	314-	0610
2003	07/22/2002	01/06/2003	01/06/2003	14:22:50	E1WASHIN...	197391...	302283	302283	01/06/2003	01/06/2003	01/06/2003	150-	0610
2003	12/15/2002	02/05/2003	02/05/2003	13:25:47	E1WASHIN...	197875...	190769	190769	02/05/2003	02/05/2003	02/05/2003	120-	0610
2003	12/17/2002	01/16/2003	01/16/2003	17:18:39	E1WASHIN...	197601...	317636	317636	01/16/2003	01/16/2003	01/16/2003	140-	0610
2003	01/07/2003	01/29/2003	01/29/2003	10:56:44	E1WASHIN...	197789...	202396, 208035	202396,2080...	01/29/2003	01/29/2003	01/29/2003	127-	0610

ZF_VEND_INV01

Review parked document list in ZF_VEND_INV01 to determine whether each parked document is to be posted or deleted.

MR1B – Held MIRO's

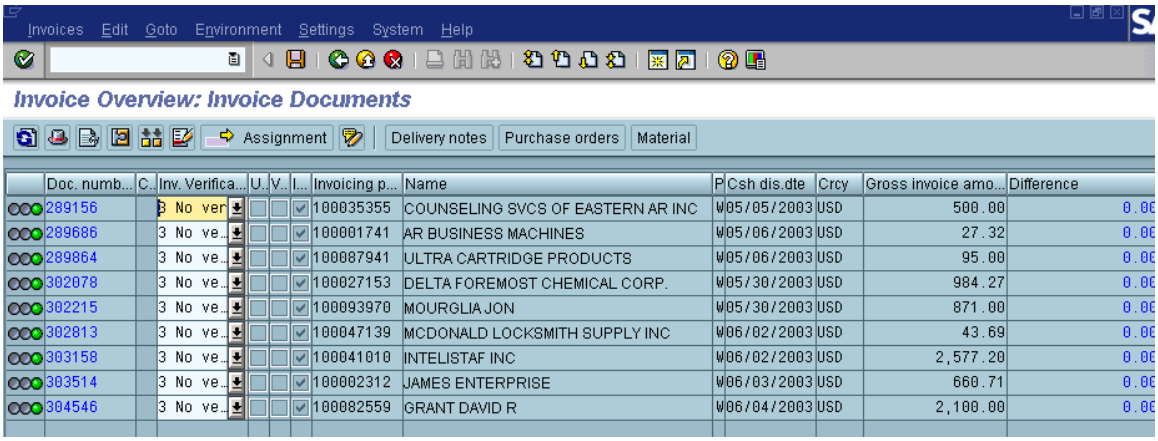
User name defaults in MIR6. Leave default name or enter other user names/s from your agency. User name is the ONLY criteria that will limit the results to entries made by your agency.

Enter current Fiscal Year.

Select unverified invoices, invoices with errors, correct invoice under invoice status box.

Select background under Entry box.

Execute.



Doc. numb...	C..	Inv. Verifica...	U..	V..	I...	Invoicing p...	Name	P	Csh dis.dte	Crcy	Gross invoice amo...	Difference
289156		3 No ver				100035355	COUNSELING SVCS OF EASTERN AR INC	W	05/05/2003	USD	500.00	0.00
289686		3 No ve...				100001741	AR BUSINESS MACHINES	W	05/06/2003	USD	27.32	0.00
289864		3 No ve...				100087941	ULTRA CARTRIDGE PRODUCTS	W	05/06/2003	USD	95.00	0.00
302078		3 No ve...				100027153	DELTA FOREMOST CHEMICAL CORP.	W	05/30/2003	USD	984.27	0.00
302215		3 No ve...				100093970	MOURGLIA JON	W	05/30/2003	USD	871.00	0.00
302813		3 No ve...				100047139	MCDONALD LOCKSMITH SUPPLY INC	W	06/02/2003	USD	43.69	0.00
303158		3 No ve...				100041010	INTELISTAF INC	W	06/02/2003	USD	2,577.20	0.00
303514		3 No ve...				100002312	JAMES ENTERPRISE	W	06/03/2003	USD	660.71	0.00
304546		3 No ve...				100082559	GRANT DAVID R	W	06/04/2003	USD	2,100.00	0.00

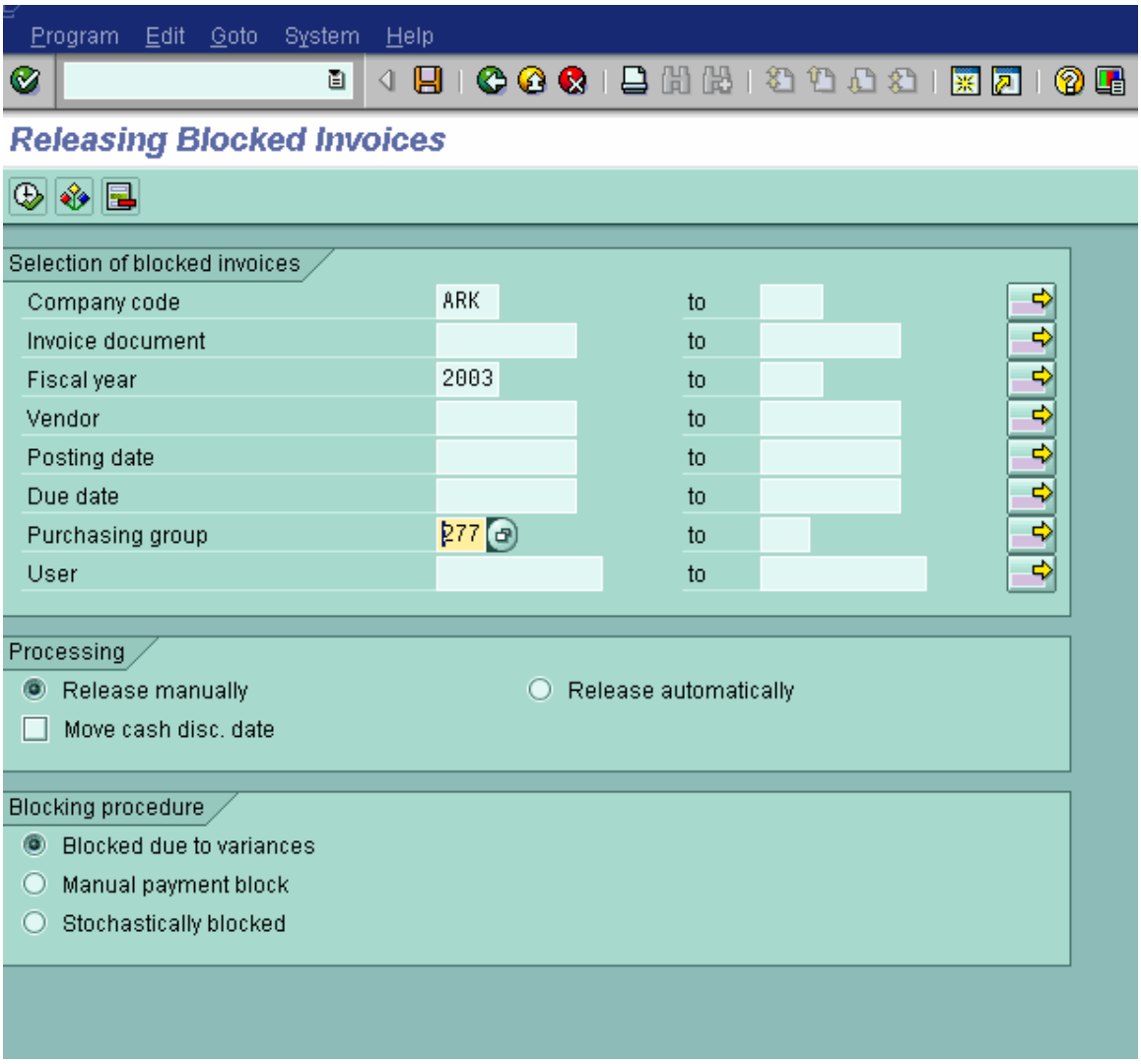
MIR6

Review the list of held documents and determine whether documents need deleted or posted.

Transaction MRBR- Blocked Invoices

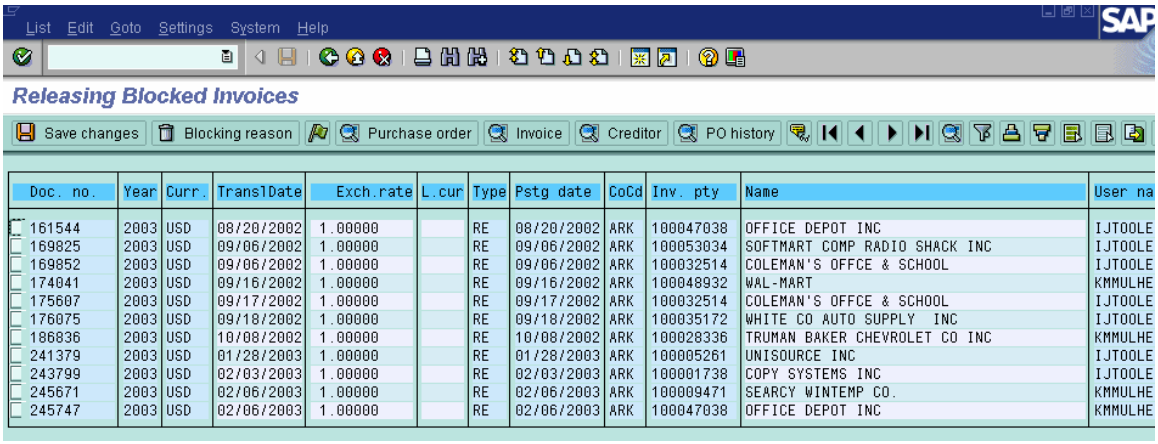
Blocked MIRO documents which have had the block removed in a Financial Accounting (FI) transaction instead of the Materials Management (MM) Transaction MRBR (Releasing Blocked Invoices) will continue to show in blocked status in Materials Management (MM). Regardless whether the MIRO invoice has generated a payment or not, the block must still be removed to relieve the MM area.

The following tutorial provides steps for using Transaction MRBR to produce a report of blocked invoices.



Enter Company Code ARK.
Enter current Fiscal Year
Enter Purchasing Organization to narrow report to your agency.
To further narrow report, enter User/s.
Select “Release manually” under Processing.

Select “Blocked due to variances” under Blocking Procedure.
Click on Execute.



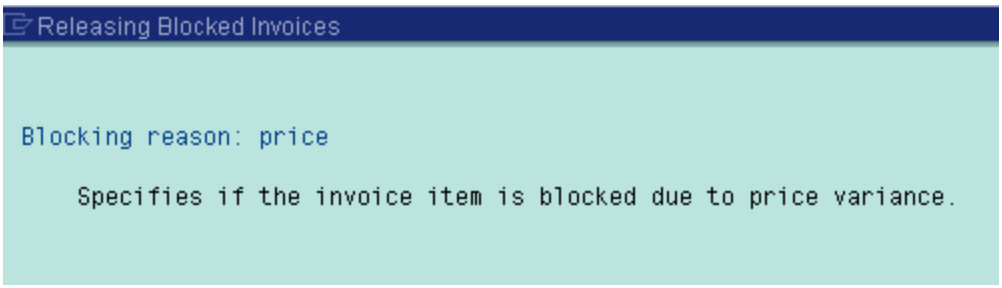
Doc. no.	Year	Curr.	TranslDate	Exch.rate	L.cur	Type	Pstg date	CoCd	Inv. pty	Name	User na
161544	2003	USD	08/20/2002	1.00000		RE	08/20/2002	ARK	100047038	OFFICE DEPOT INC	IJTOOLE
169825	2003	USD	09/06/2002	1.00000		RE	09/06/2002	ARK	100053034	SOFTMART COMP RADIO SHACK INC	IJTOOLE
169852	2003	USD	09/06/2002	1.00000		RE	09/06/2002	ARK	100032514	COLEMAN'S OFFCE & SCHOOL	IJTOOLE
174041	2003	USD	09/16/2002	1.00000		RE	09/16/2002	ARK	100048932	WAL-MART	KMMULHE
175607	2003	USD	09/17/2002	1.00000		RE	09/17/2002	ARK	100032514	COLEMAN'S OFFCE & SCHOOL	IJTOOLE
176075	2003	USD	09/18/2002	1.00000		RE	09/18/2002	ARK	100035172	WHITE CO AUTO SUPPLY INC	IJTOOLE
186836	2003	USD	10/08/2002	1.00000		RE	10/08/2002	ARK	100028336	TRUMAN BAKER CHEVROLET CO INC	KMMULHE
241379	2003	USD	01/28/2003	1.00000		RE	01/28/2003	ARK	100005261	UNISOURCE INC	IJTOOLE
243799	2003	USD	02/03/2003	1.00000		RE	02/03/2003	ARK	100001738	COPY SYSTEMS INC	IJTOOLE
245671	2003	USD	02/06/2003	1.00000		RE	02/06/2003	ARK	100009471	SEARCY WINTEMP CO.	KMMULHE
245747	2003	USD	02/06/2003	1.00000		RE	02/06/2003	ARK	100047038	OFFICE DEPOT INC	KMMULHE

Report will appear.
To see blocking reasons, scroll to the right until you see the columns marked SD, G, M, P, I, S, T, and Q. These are blocking reasons.

SD	G	M	P	I	S	T	Q
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				

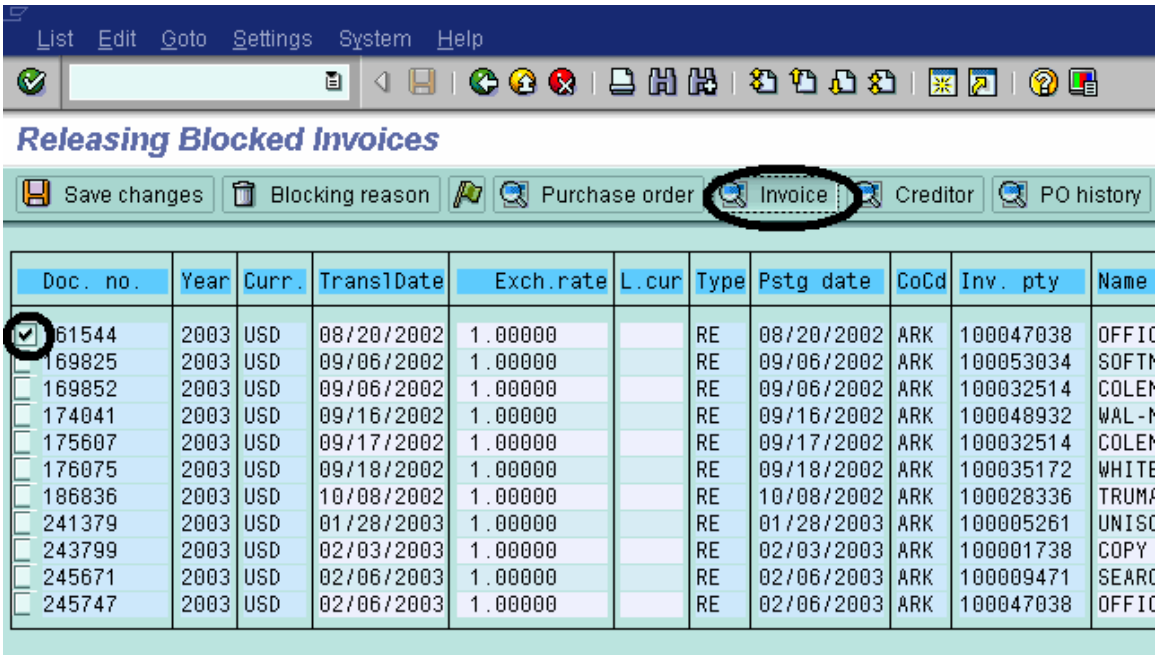
MRBR (cont.)

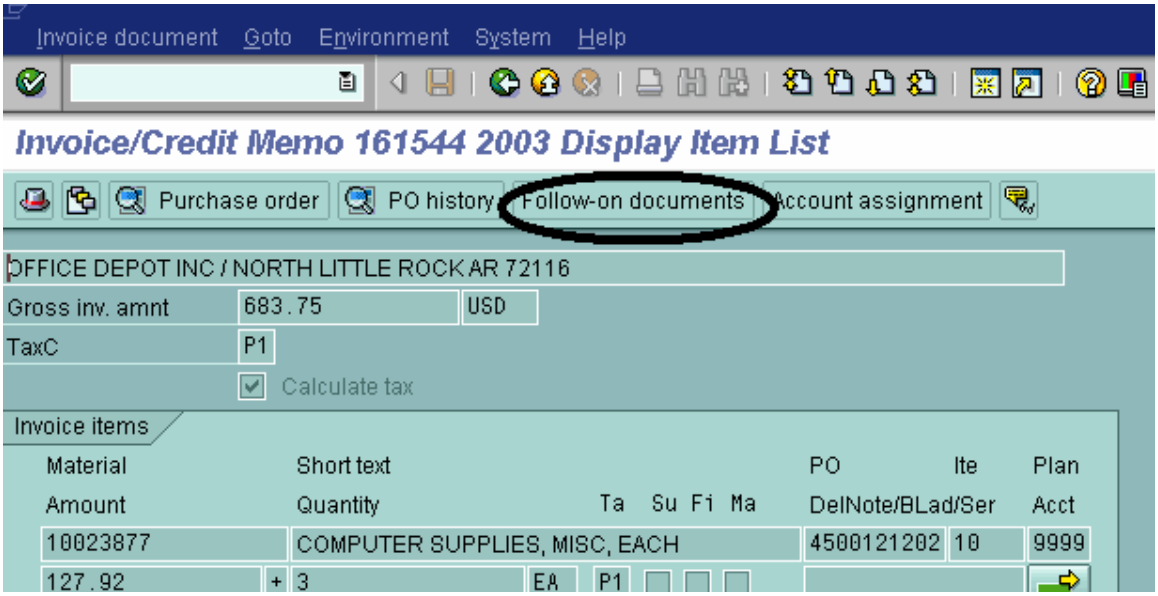
A description of the block is provided by right clicking on the blocking code.
The example above of P indicates Pricing as the reason for the block.



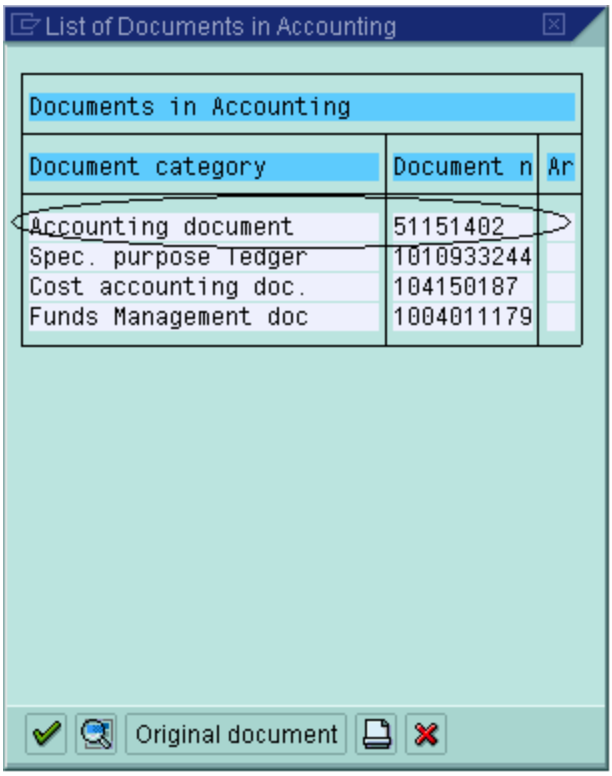
DETERMINE PAID STATUS

To determine if an invoice is paid or unpaid by placing a check mark in front of the invoice and clicking on display invoice icon.

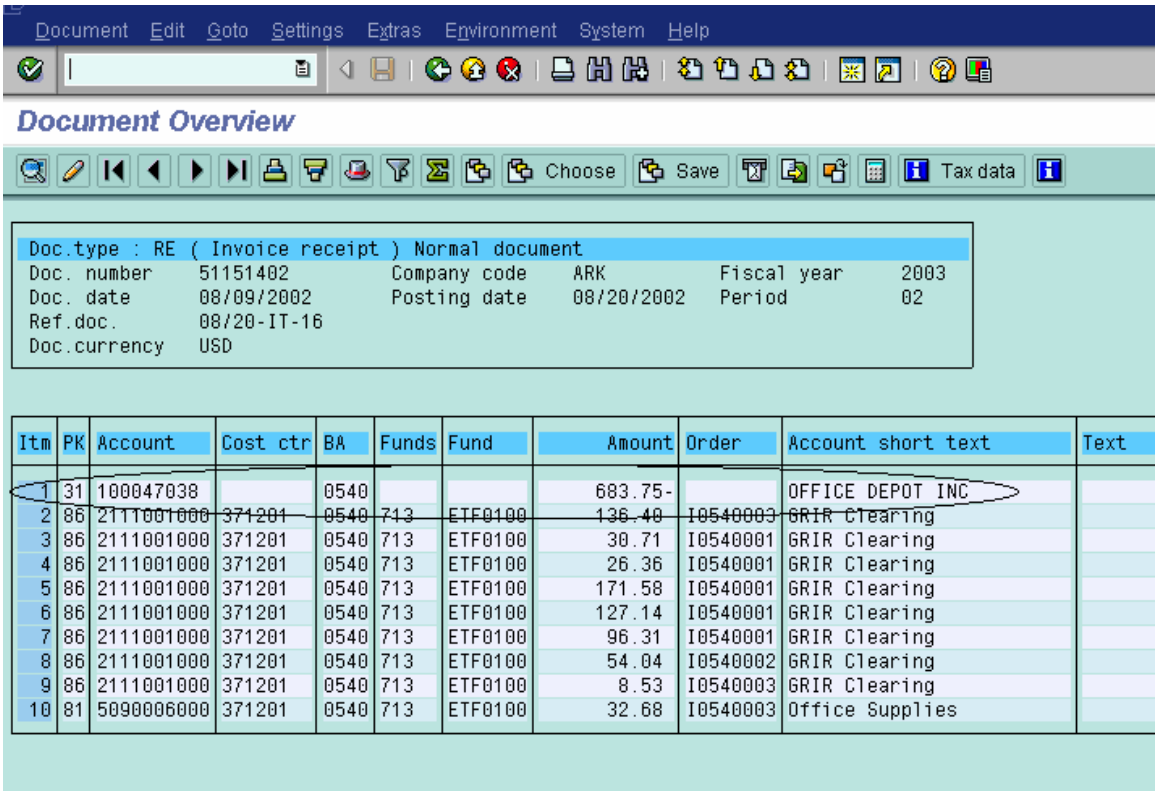




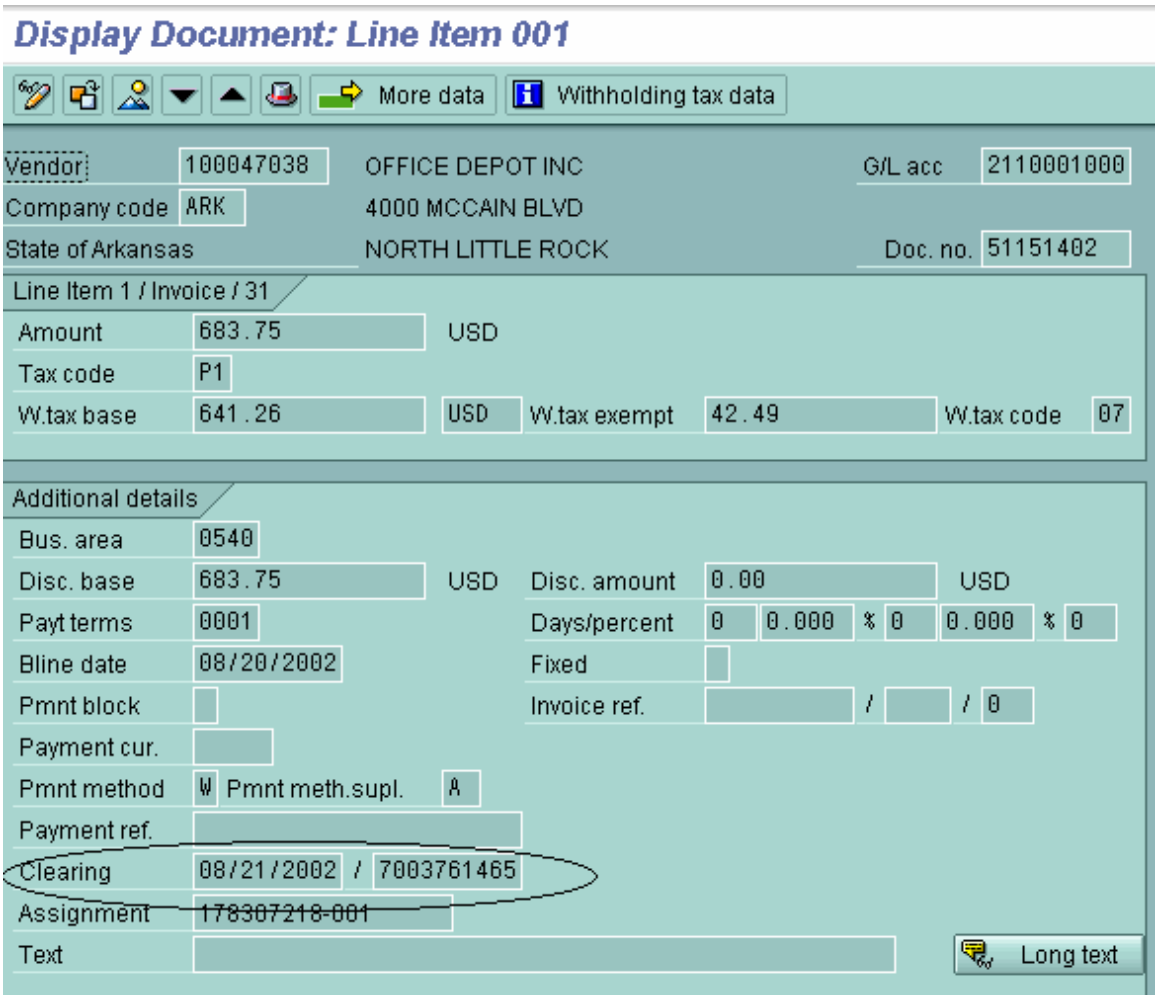
Materials Management (MM) invoice will display. To check paid status click on Follow-on Documents.



Click on Accounting Document.



Click on vendor payment line (Posting Key 31).

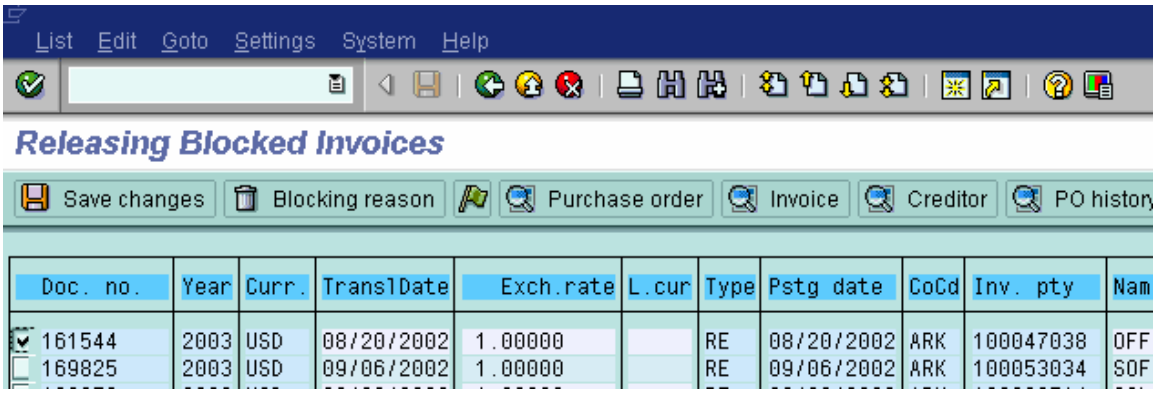


If clearing document number displays, the invoice document has cleared and the invoice will need to be released in MRBR to clean up MM records. If the invoice has not cleared yet, then the user should investigate the payment block to determine if variance is acceptable before releasing in MRBR. (Document may need reversed and re-keyed correctly.)

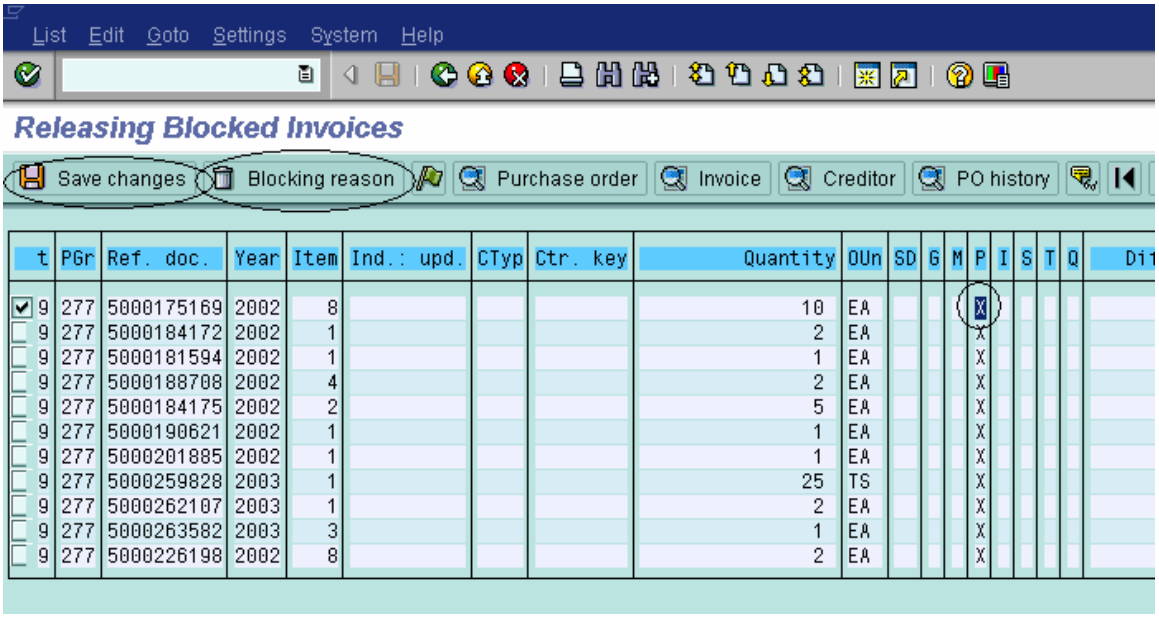
Releasing a Blocked Invoice in MRBR

The following provides the steps for releasing either a paid or unpaid blocked MIRO in Transaction MRBR.

Releasing a blocked MIRO



Select the invoice for release.

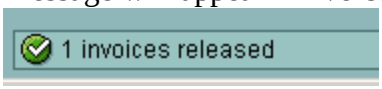


Scroll to the right to blocking reasons and highlight the X under the blocking reason.

Click on cancel blocking reason button.

Click on Save Changes button.

Message will appear 1 invoice released.



NOTE: Multiple invoices can be released at one time by selecting invoices, highlight all blocking reasons, canceling all blocking reasons, and the saving changes.

Accounting Appendix 3

Clearing or Settling Due To/Due From Balances

Entries should not be made to Cash in State Treasury-Outgoing, Cash in State Treasury-Incoming, Cash in State Treasury-EFT Outgoing, Cash in State Treasury-EFT Incoming, Cash in State Treasury - Transfers Outgoing and Cash In State Treasury - Transfers Incoming due to reconciliation procedures taking place. Entries you feel are necessary that affect these accounts should be discussed with Melanie Hazeslip @ 682-5229 prior to making the entries.

There are two primary financial ledgers in AASIS – the General Ledger and the Special Ledger. Items posted to the General Ledger flow through and post to the Special Ledger, and we take our financial statements from the Special Ledger. In order for a document to post to the General Ledger, it must have balanced Debits and Credits. In order for a document to post to the Special Ledger, it must be balanced by D/C by Fund and Business Area. If a document is balanced by D/C but not by Fund and Business Area, AASIS automatically creates a Due To/Due From to balance the entry in the Special Ledger.

Example: An agency posts a two-line fund transfer for $200 with a Debit to one fund and a Credit to the other fund.

General Ledger

Dr	1100001006	Cash in State Transfers Incoming	$200	XXX0000
Cr	1100001005	Cash in State Transfers Outgoing	$200	XXX0100

This entry will post as-is, because it is balanced – Debits = Credits.

Special Ledger

Dr	1100001006	Cash in State Transfers Incoming	$200	XXX0100
Cr	1100001005	Cash in State Transfers Outgoing	$200	XXX0000
Dr	1140003000	Due To/Due From Clearing	$200	XXX0000
Cr	1140003000	Due To/Due From Clearing	$200	XXX0100

The same entry posts with additional line items in the Special Ledger. The entry is now balanced by FUND – Debits = Credits for fund XXX0000 and for fund XXX0100. This is necessary in order to have financial statements by fund.

The DT/DF account is used, in part, to monitor business processes for completion and to isolate errors. Some examples of DT/DF entries that are part of business processes are Payroll, special revenue and sales/use tax. For Payroll, posting the expense creates a DT/DF, but posting the subsequent fund transfer to move money from the agency fund to the Payroll Paying fund generates the "settling" DT/DF. The two net to zero when the business process is complete, and

the DT/DF balance in the Payroll Paying Fund is used to monitor which agencies still owe money or are due refunds.

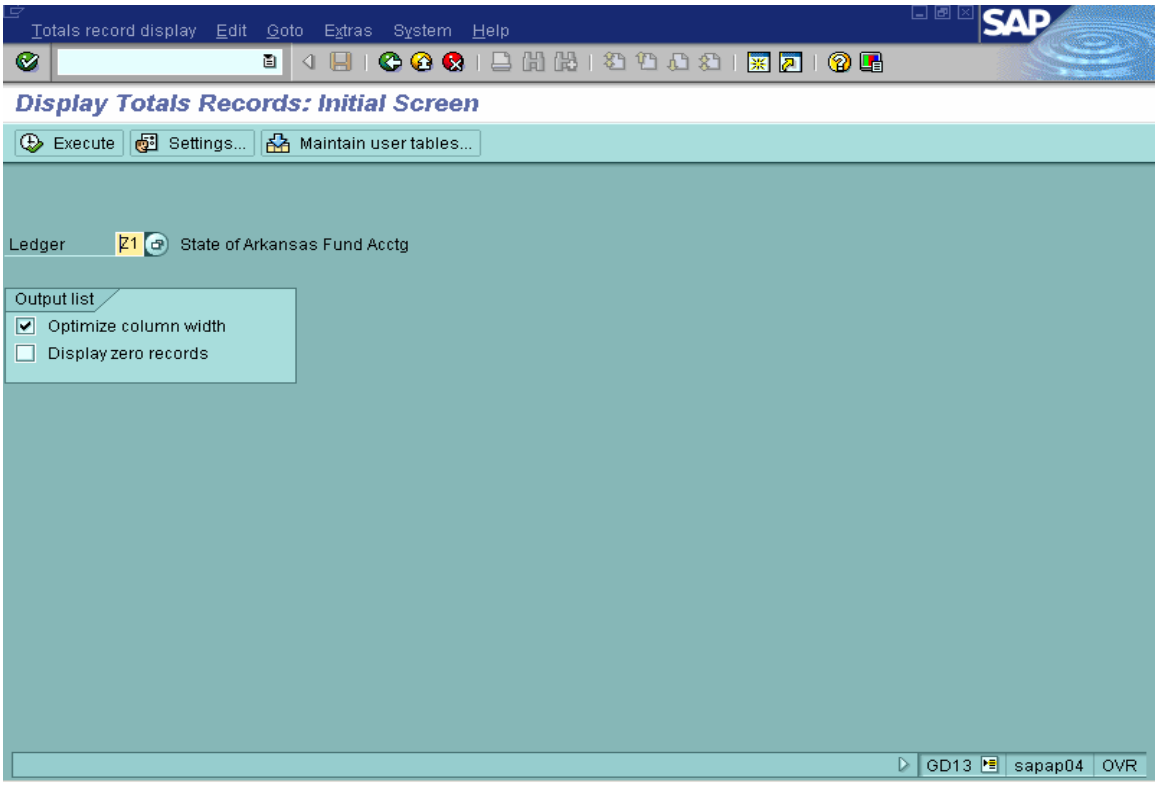
For special revenue, the DT/DF is created when an agency posts special revenue when generating the deposit slip. The DT/DF is "settled" (nets to zero) when DFA posts revenue distribution on the last day of each month. A new process will soon change the DT/DF for Sales Tax. However, at this time Sales and Use Tax DT/DF is generated at the time the invoice is posted and is settled with an adjusting entry after the tax is remitted to DFA.

On the other hand, a keying error can cause a document to generate a DT/DF. These should alert the user that the document has an error and should be reversed and re-entered or otherwise corrected. Other DT/DF errors can come from clearing processes. Clearing transactions match debits with credits when a business process is complete. For example, customer clearing happens when a customer remits payment for an outstanding invoice. If the revenue on the invoice was posted to Fund A but the cash was receipted to Fund B, the clearing document will create a DT/DF. Options for corrective action in this case would include a revenue receipt correction to move the revenue to Fund B, or a fund transfer to move the money from Fund B to Fund A.

The 1140003000 account is not open-item managed and requires more research to clear the balances. The account must be analyzed by FUND to reach the correct zero balance. There are three tools available for this: Transaction GD13 (Display Totals Records), GD20 (FI-SL Line Display) and the Trial Balance report (Y_DEV_80000025).

Transaction GD13 for summary postings:

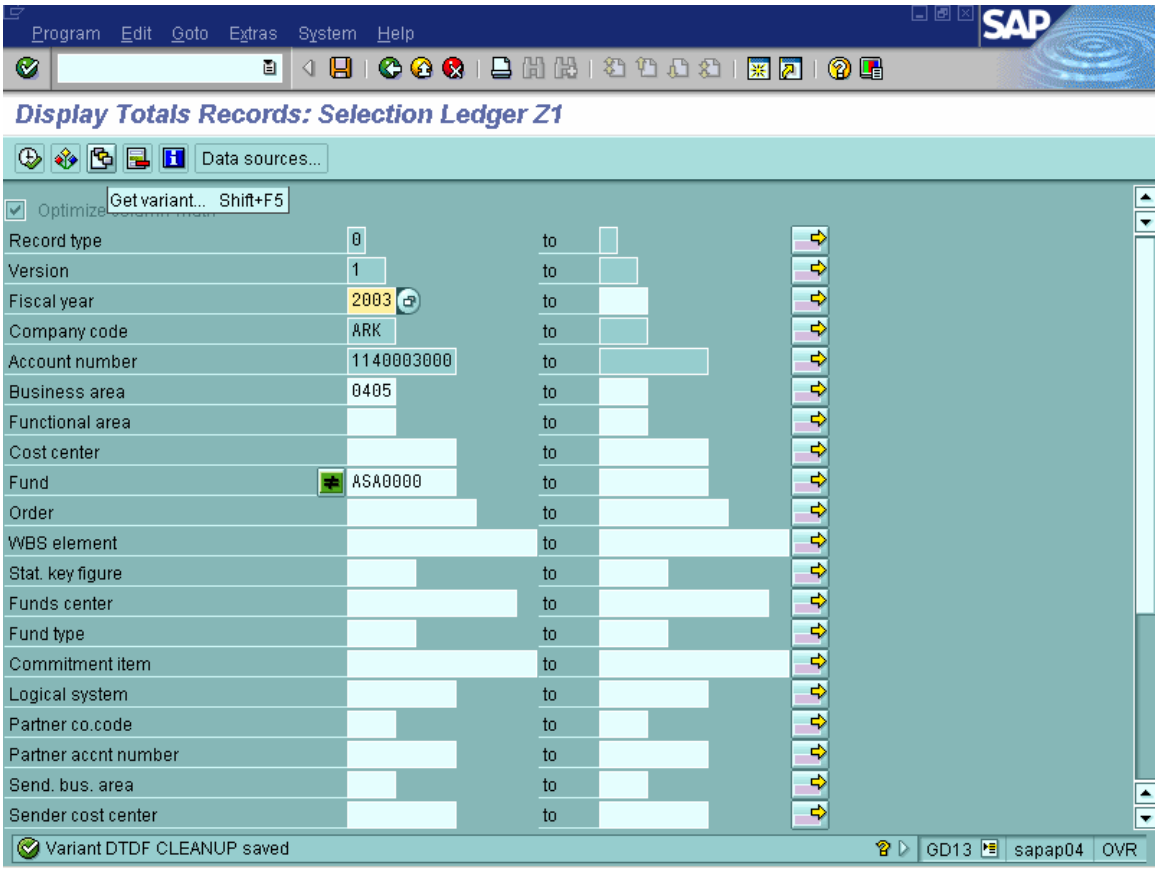
The Ledger number is Z1. Press Enter or click the Execute button.



Click the "Get variant" icon and select the "DTDF Cleanup" variant.

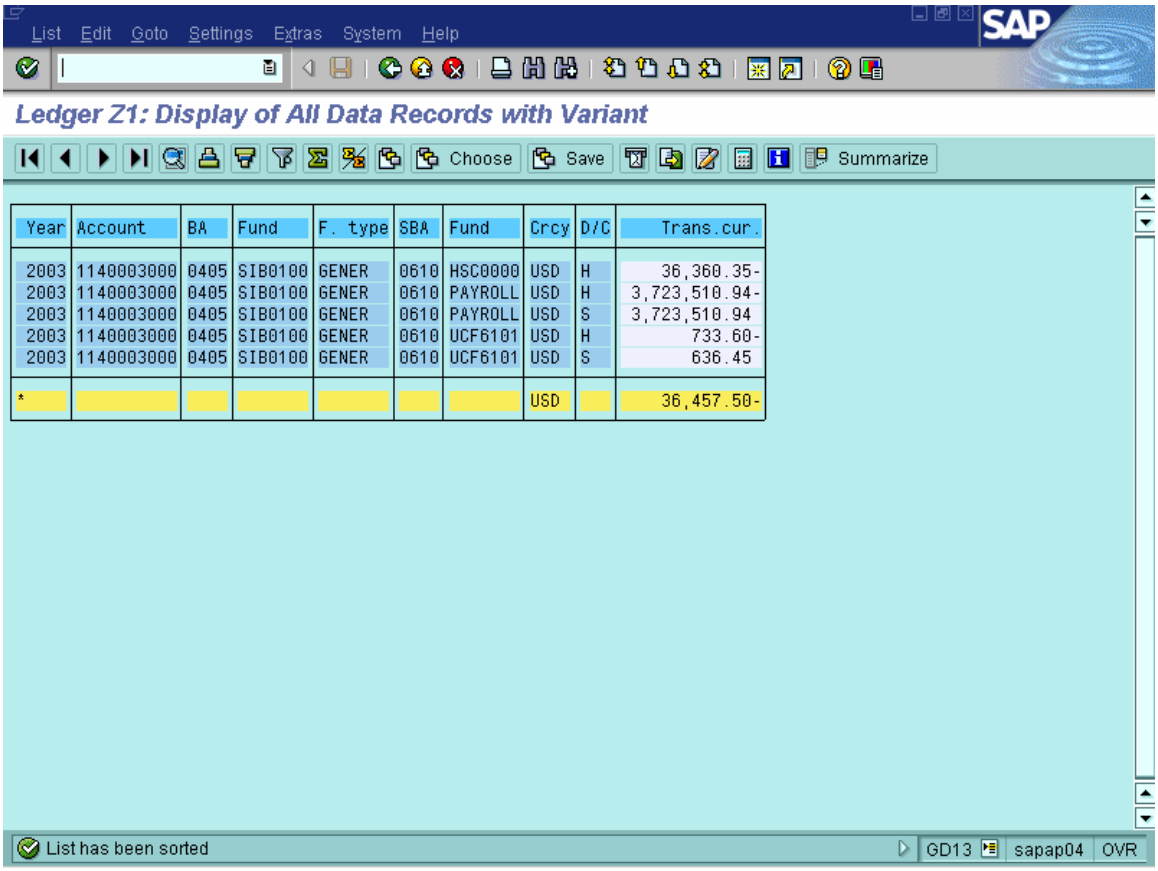
The "DTDF Cleanup" variant EXCLUDES the fund ASA0000 (Special Revenue) from both fund fields (the one in the middle of the screen and the one at the bottom of the screen). ASA0000 will be reconciled by Office of Accounting, so agencies do not need to include it in their efforts. If you have an incorrect Due To/Due From balance, you will be contacted by Office of Accounting.

- Enter the current Fiscal year.
- Enter your agency number as the Business Area.
- Enter Posting periods 0 to 16 (bottom of screen).
- Execute the transaction.



When the report comes up, select variant /DTDFCLEANUP.

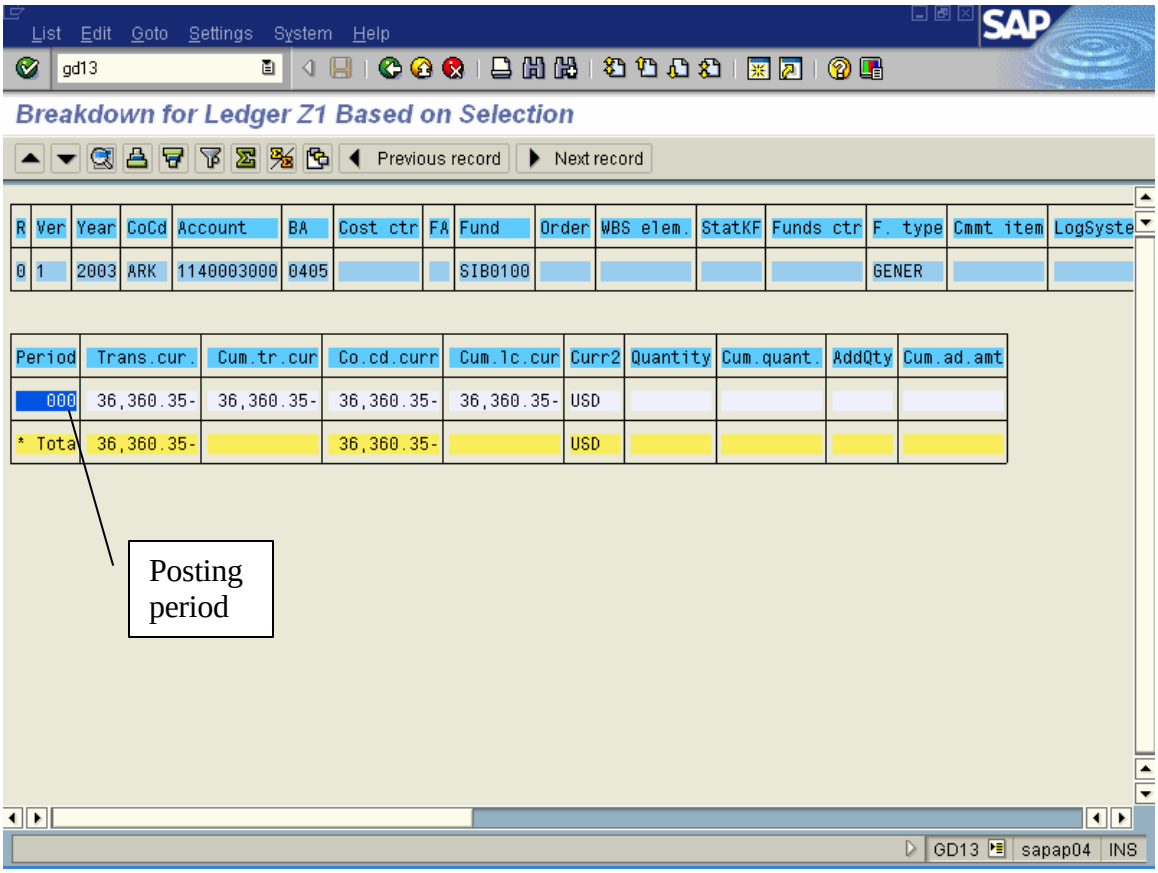
This is the essential information, including the other Business Area (SBA) and Fund involved in the transaction that generated the DT/DF.



Year	Account	BA	Fund	F. type	SBA	Fund	Crcy	D/C	Trans.cur.
2003	1140003000	0405	SIB0100	GENER	0610	HSC0000	USD	H	36,360.35-
2003	1140003000	0405	SIB0100	GENER	0610	PAYROLL	USD	H	3,723,510.94-
2003	1140003000	0405	SIB0100	GENER	0610	PAYROLL	USD	S	3,723,510.94
2003	1140003000	0405	SIB0100	GENER	0610	UCF6101	USD	H	733.60-
2003	1140003000	0405	SIB0100	GENER	0610	UCF6101	USD	S	636.45
*							USD		36,457.50-

This report works best for one fund at a time. On this screen you have the carryforward balance (last year's ending total) and all current year activity that total the cumulative balance for each fund/business area combination. Just sort and subtotal by the second Fund field and investigate anything that doesn't net to zero. Drill down on a total to get to the line items behind it.

This is the drill-down screen on the first line item.



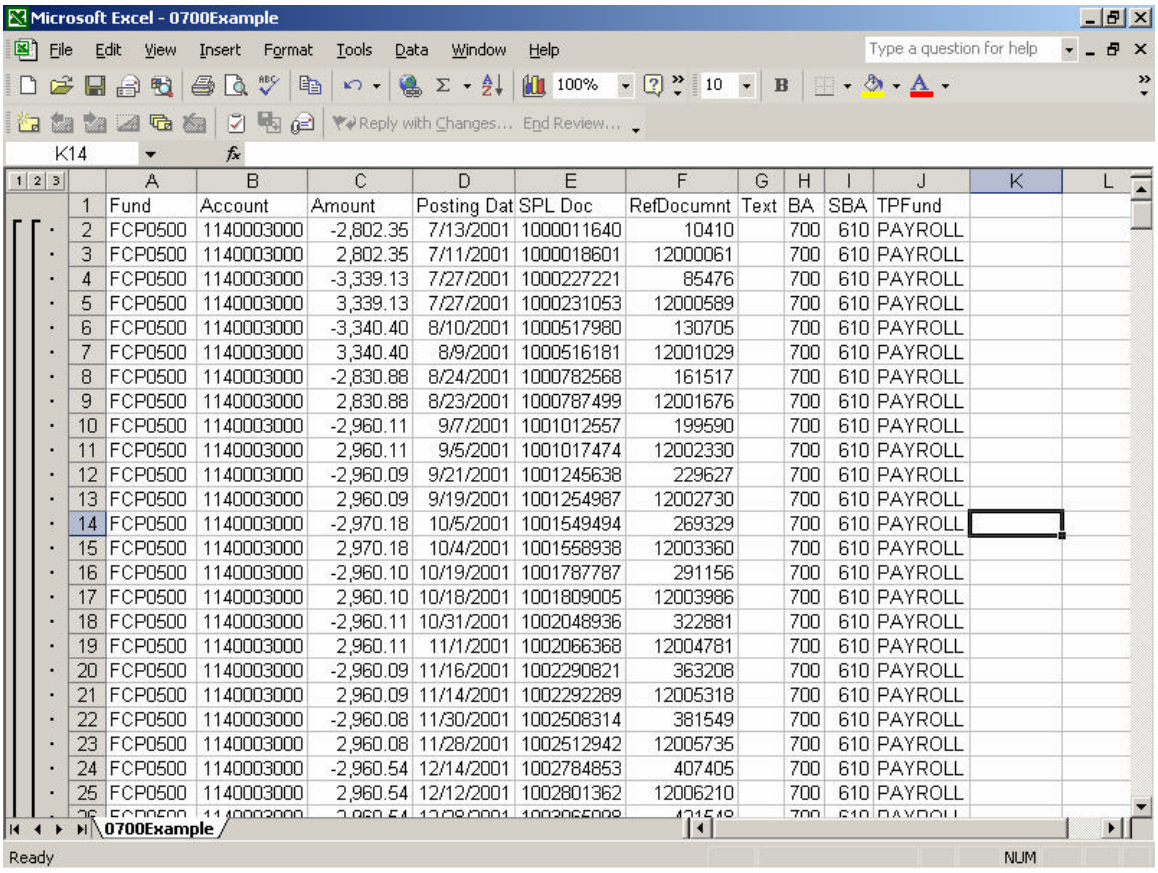
If the Posting period is 000, the item is a carryforward from a prior fiscal year. The line items are not available for prior year data, so you will need to run the report again for the prior fiscal years for the details.

NOTE: You can use transaction GD20 (FI-SL Line Items), which will give the line detail rather than the summary, but you should select for all fiscal years to get the full outstanding balance. The easiest way to sort/summarize using GD20 is to export the report to Excel. Use the same variant names for running the GD20 report.

GD20 could take MUCH longer to run than GD13. You can also use the reports together: use GD13 to isolate those DT/DF combinations that do not net to zero, then use GD20 to get the details of only those combinations.

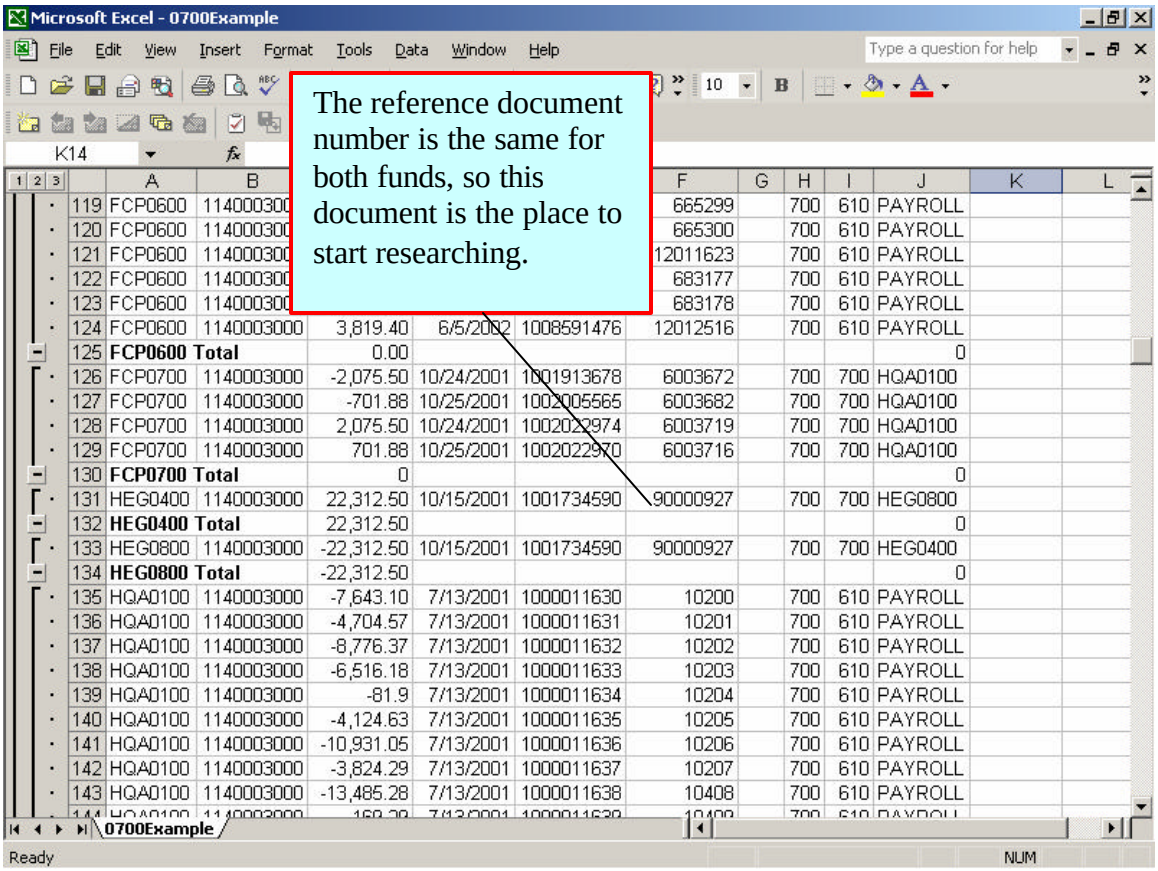
It is important to get the combined total for ALL years. We want to settle all possible DT/DF balances, not just for the current fiscal year. It is possible that a DT/DF from one fiscal year was settled in a later year, and all years must be examined to verify this.

When the GD20 file is in Excel, sort it by the first Fund column, then subtotal at every change in fund (Highlight the whole spreadsheet, then go to Data > Subtotals). You will need to investigate the funds that do not subtotal to zero.



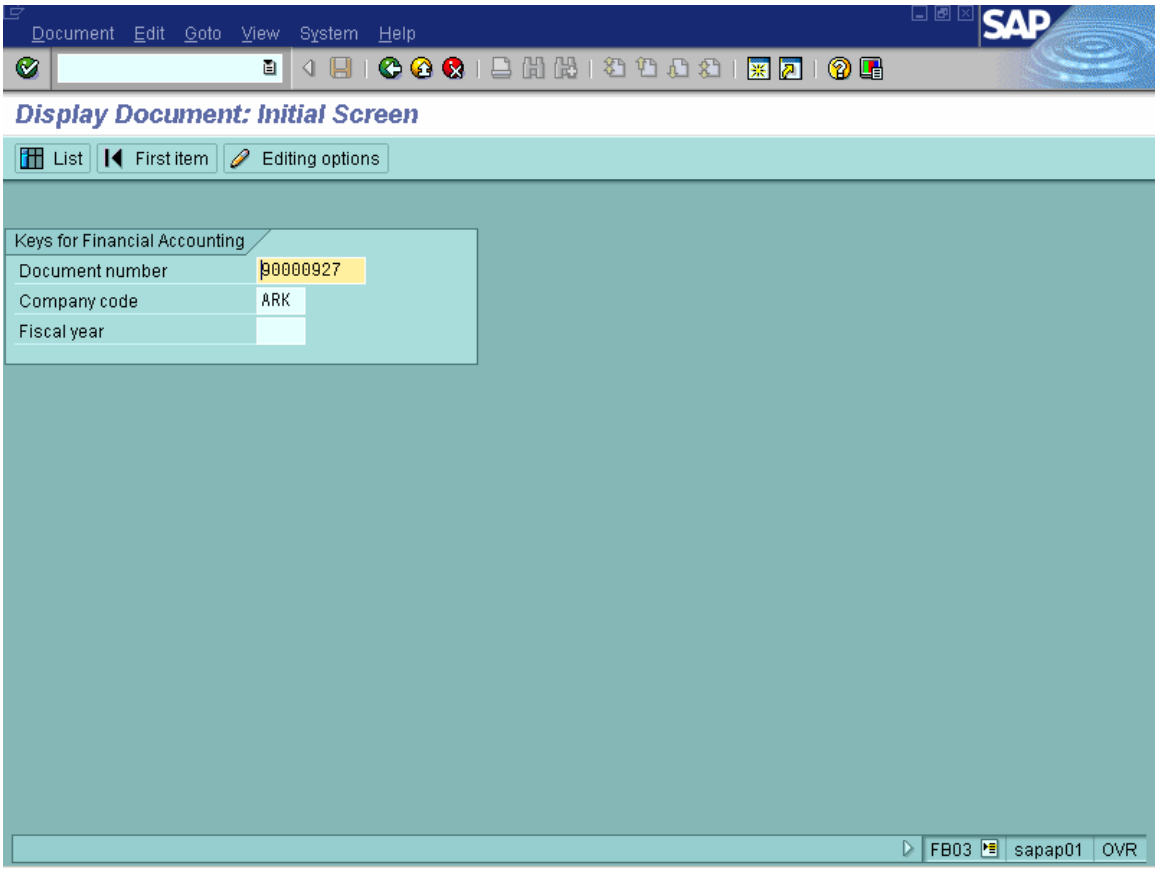
	A	B	C	D	E	F	G	H	I	J	K	L
1	Fund	Account	Amount	Posting Dat	SPL Doc	RefDocumnt	Text	BA	SBA	TPFund		
2	FCP0500	1140003000	-2,802.35	7/13/2001	1000011640	10410		700	610	PAYROLL		
3	FCP0500	1140003000	2,802.35	7/11/2001	1000018601	12000061		700	610	PAYROLL		
4	FCP0500	1140003000	-3,339.13	7/27/2001	1000227221	85476		700	610	PAYROLL		
5	FCP0500	1140003000	3,339.13	7/27/2001	1000231053	12000589		700	610	PAYROLL		
6	FCP0500	1140003000	-3,340.40	8/10/2001	1000517980	130705		700	610	PAYROLL		
7	FCP0500	1140003000	3,340.40	8/9/2001	1000516181	12001029		700	610	PAYROLL		
8	FCP0500	1140003000	-2,830.88	8/24/2001	1000782568	161517		700	610	PAYROLL		
9	FCP0500	1140003000	2,830.88	8/23/2001	1000787499	12001676		700	610	PAYROLL		
10	FCP0500	1140003000	-2,960.11	9/7/2001	1001012557	199590		700	610	PAYROLL		
11	FCP0500	1140003000	2,960.11	9/5/2001	1001017474	12002330		700	610	PAYROLL		
12	FCP0500	1140003000	-2,960.09	9/21/2001	1001245638	229627		700	610	PAYROLL		
13	FCP0500	1140003000	2,960.09	9/19/2001	1001254987	12002730		700	610	PAYROLL		
14	FCP0500	1140003000	-2,970.18	10/5/2001	1001549494	269329		700	610	PAYROLL		
15	FCP0500	1140003000	2,970.18	10/4/2001	1001558938	12003360		700	610	PAYROLL		
16	FCP0500	1140003000	-2,960.10	10/19/2001	1001787787	291156		700	610	PAYROLL		
17	FCP0500	1140003000	2,960.10	10/18/2001	1001809005	12003986		700	610	PAYROLL		
18	FCP0500	1140003000	-2,960.11	10/31/2001	1002048936	322881		700	610	PAYROLL		
19	FCP0500	1140003000	2,960.11	11/1/2001	1002066368	12004781		700	610	PAYROLL		
20	FCP0500	1140003000	-2,960.09	11/16/2001	1002290821	363208		700	610	PAYROLL		
21	FCP0500	1140003000	2,960.09	11/14/2001	1002292289	12005318		700	610	PAYROLL		
22	FCP0500	1140003000	-2,960.08	11/30/2001	1002508314	381549		700	610	PAYROLL		
23	FCP0500	1140003000	2,960.08	11/28/2001	1002512942	12005735		700	610	PAYROLL		
24	FCP0500	1140003000	-2,960.54	12/14/2001	1002784853	407405		700	610	PAYROLL		
25	FCP0500	1140003000	2,960.54	12/12/2001	1002801362	12006210		700	610	PAYROLL		

In this case, most of the funds have zero subtotal balance. Most of the non-zero balance were cause by Sales & Use Tax entries that have not been posted (those will be done centrally). However, the report shows that fund HEG0800 owes $22,312.50 to fund HEG0400. The agency should investigate this balance and process the transaction to clear it.

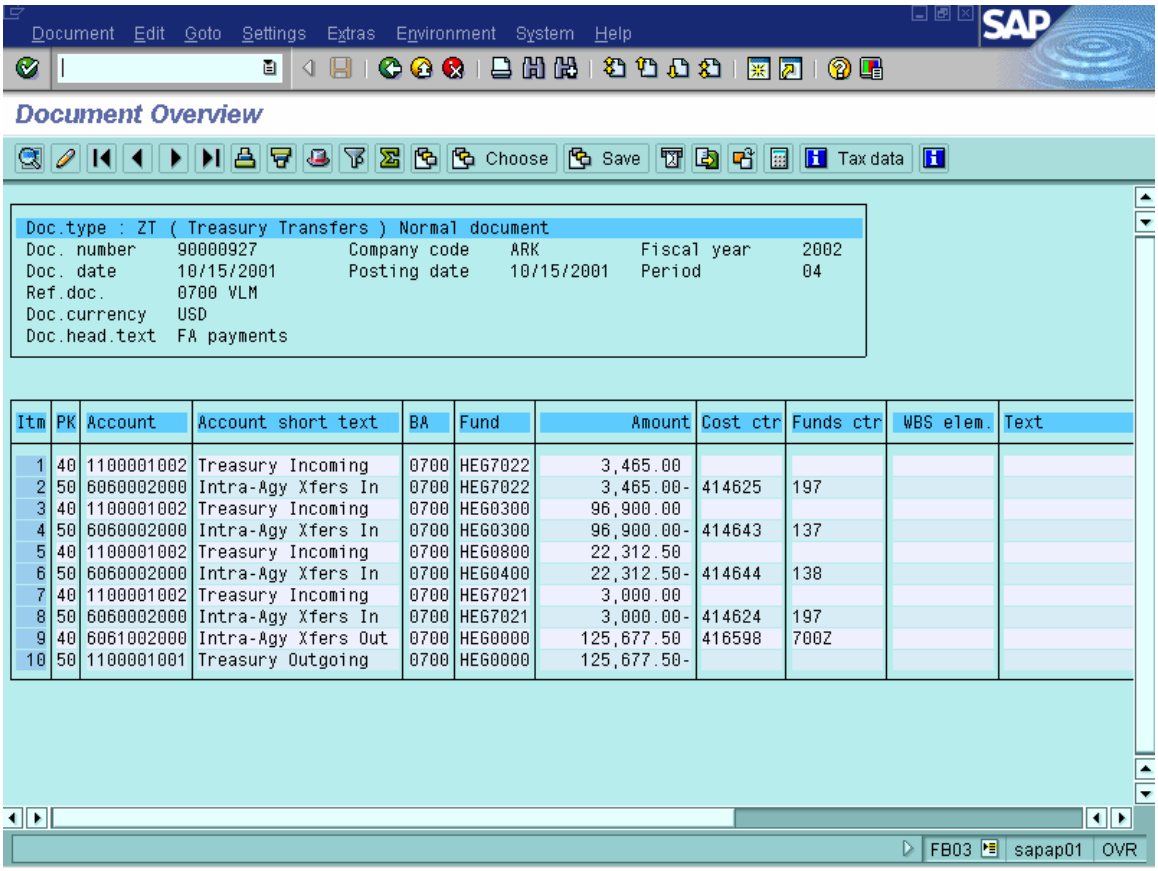


	A	B	C	D	E	F	G	H	I	J	K	L
119	FCP0600	1140003000				665299		700	610	PAYROLL		
120	FCP0600	1140003000				665300		700	610	PAYROLL		
121	FCP0600	1140003000				12011623		700	610	PAYROLL		
122	FCP0600	1140003000				683177		700	610	PAYROLL		
123	FCP0600	1140003000				683178		700	610	PAYROLL		
124	FCP0600	1140003000	3,819.40	6/5/2002	1008591476	12012516		700	610	PAYROLL		
125	**FCP0600 Total**		0.00							0		
126	FCP0700	1140003000	-2,075.50	10/24/2001	1001913678	6003672		700	700	HQA0100		
127	FCP0700	1140003000	-701.88	10/25/2001	1002005565	6003682		700	700	HQA0100		
128	FCP0700	1140003000	2,075.50	10/24/2001	1002022974	6003719		700	700	HQA0100		
129	FCP0700	1140003000	701.88	10/25/2001	1002022970	6003716		700	700	HQA0100		
130	**FCP0700 Total**		0							0		
131	HEG0400	1140003000	22,312.50	10/15/2001	1001734590	90000927		700	700	HEG0800		
132	**HEG0400 Total**		22,312.50							0		
133	HEG0800	1140003000	-22,312.50	10/15/2001	1001734590	90000927		700	700	HEG0400		
134	**HEG0800 Total**		-22,312.50							0		
135	HQA0100	1140003000	-7,643.10	7/13/2001	1000011630	10200		700	610	PAYROLL		
136	HQA0100	1140003000	-4,704.57	7/13/2001	1000011631	10201		700	610	PAYROLL		
137	HQA0100	1140003000	-8,776.37	7/13/2001	1000011632	10202		700	610	PAYROLL		
138	HQA0100	1140003000	-6,516.18	7/13/2001	1000011633	10203		700	610	PAYROLL		
139	HQA0100	1140003000	-81.9	7/13/2001	1000011634	10204		700	610	PAYROLL		
140	HQA0100	1140003000	-4,124.63	7/13/2001	1000011635	10205		700	610	PAYROLL		
141	HQA0100	1140003000	-10,931.05	7/13/2001	1000011636	10206		700	610	PAYROLL		
142	HQA0100	1140003000	-3,824.29	7/13/2001	1000011637	10207		700	610	PAYROLL		
143	HQA0100	1140003000	-13,485.28	7/13/2001	1000011638	10408		700	610	PAYROLL		

To view the document you can either drill down on the GD13 or GD20 report, or go to transaction FB03 and enter the document number (Reference Document on the GD20 report).



The problem with this document is that it does not balance by fund: line 5 has a debit to fund HEG0800 and line 6 has a credit to fund HEG0400, which caused a DT/DF entry to be created in the Special Ledger.



DO NOT REVERSE DOCUMENTS THAT HAVE CASH POSTINGS TO TREASURY FUNDS. THE DFA RECONCILATION TEAM MAY HAVE ALREADY PROCESSED A SEPARATE DOCUMENT IN RESPECT TO THE CASH LINES, OR THE DOCUMENT MAY ALREADY HAVE CLEARED THE TREASURY.

There are two or three possible actions required in this instance:

If the cash was supposed to go into HEG0800, which is what happened, then only the DT/DF needs to be fixed. The way to do that is to post an entry that will correct the GL accounts and create an offsetting DT/DF:

Dr 6060002000 HEG0400
Cr 6060002000 HEG0800

If the cash was supposed to go to fund HEG0400, which is NOT what happened, and **if** there has not been a follow-on transfer to move the cash, the agency should post a new transfer document with only two lines:

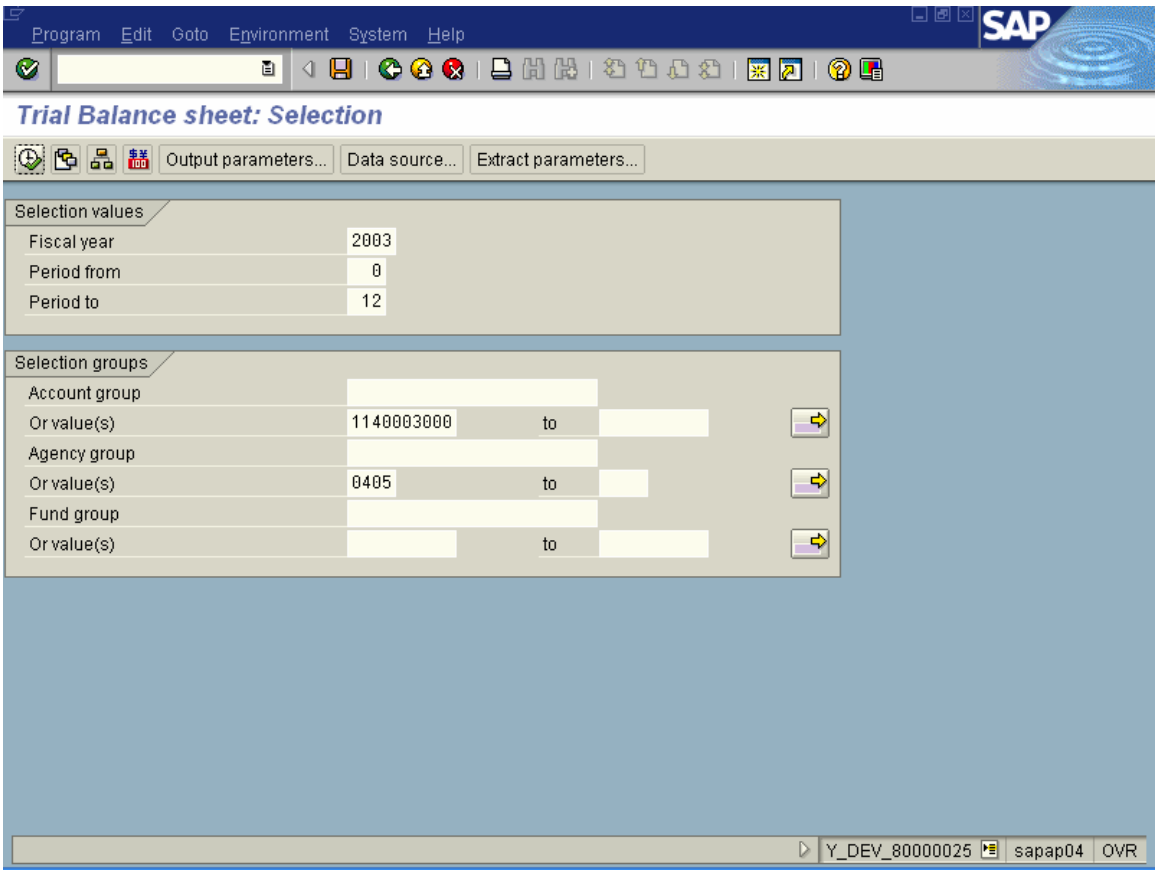
Dr	1100001006	HEG0400
Cr	1100001005	HEG0800

Other DT/DF balances should be researched and corrected accordingly. The accounts for the correcting entry will vary depending on what caused the error. Contract DFA Office of Accounting for assistance with entries.

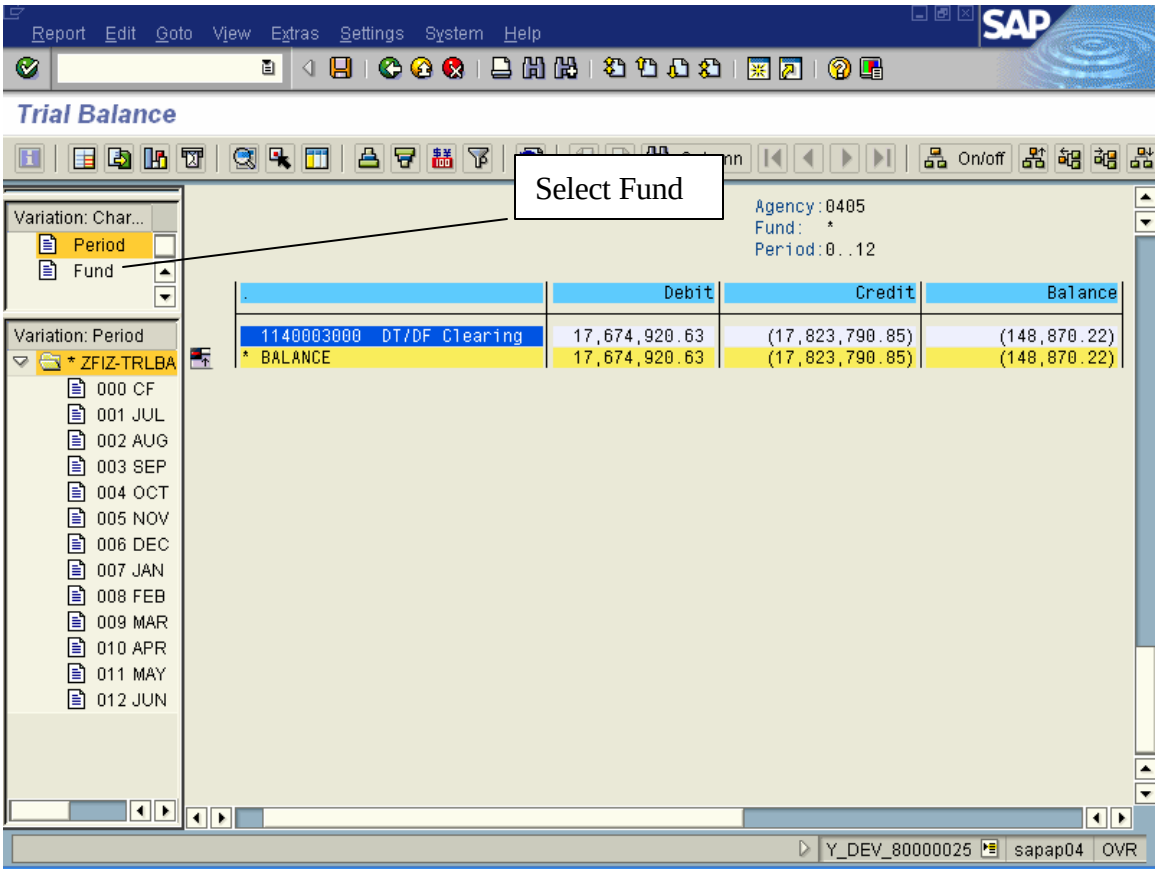
To use the Trial Balance report:

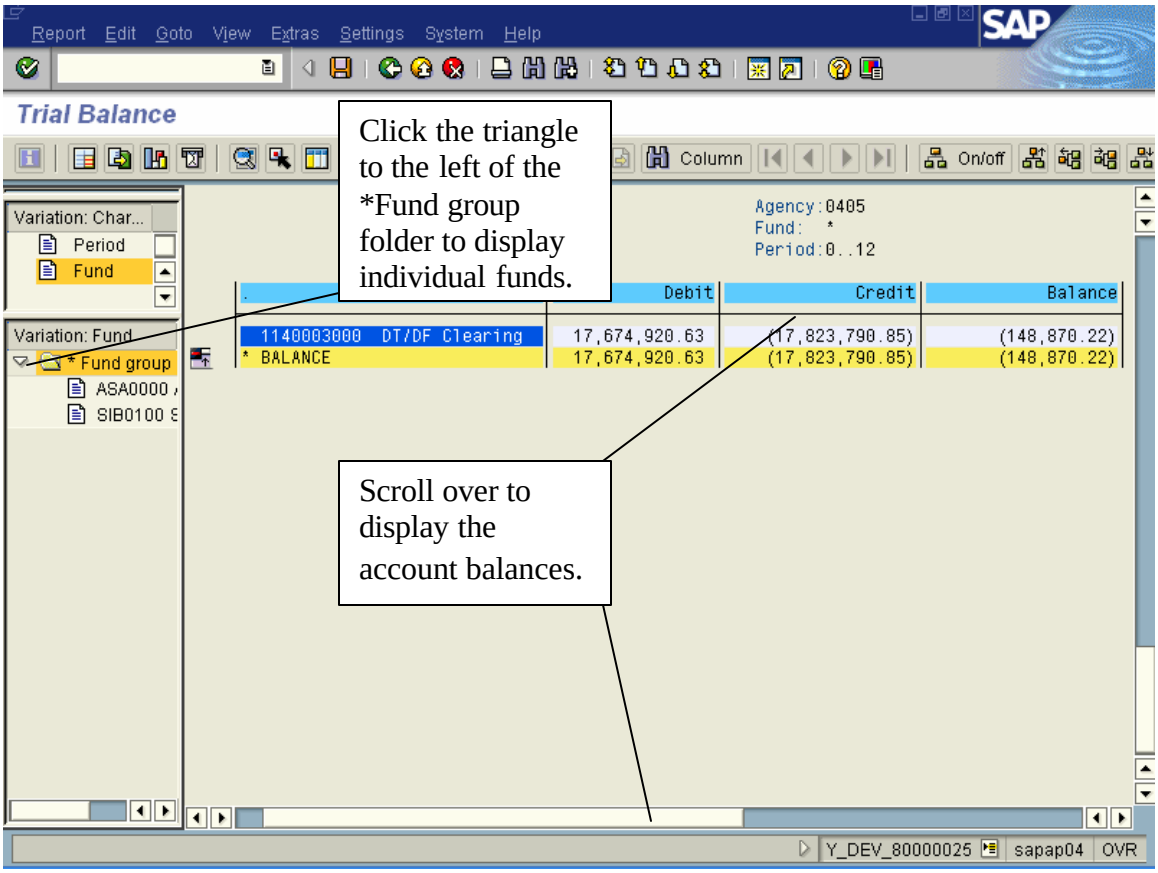
- ✓ Fiscal Year = current fiscal year
- ✓ Period From = 0
- ✓ Period To = 16
- ✓ Or Value(s) (Under Account group) = 1140003000
- ✓ Or Value(s) (Under Agency group) = Your Business Area

Execute the report.



Change the Variations on the left side of the screen to show the funds.



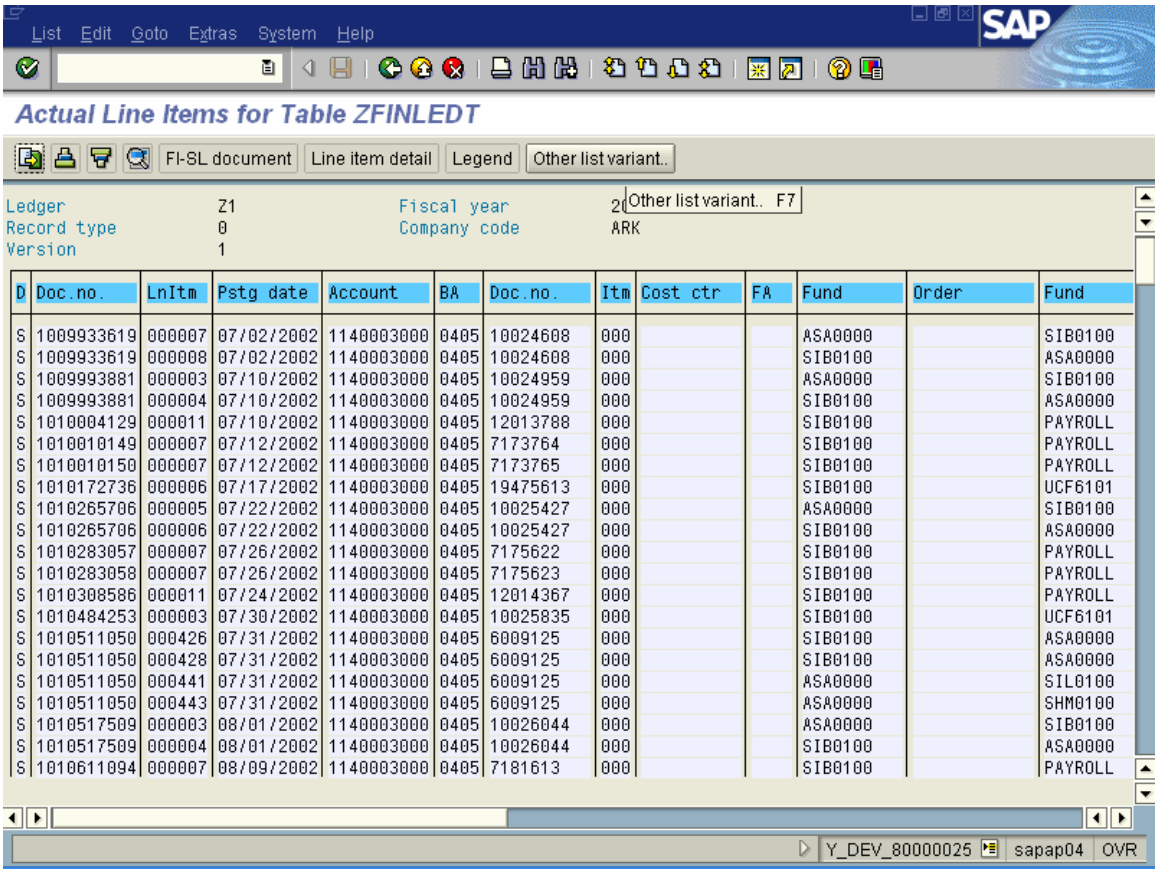


You can go down the list on the left side of the screen and view each fund individually to find those that have balances in the DT/DF account. You will have to drill down on the balance and sort through the documents to find the cause of the balance.

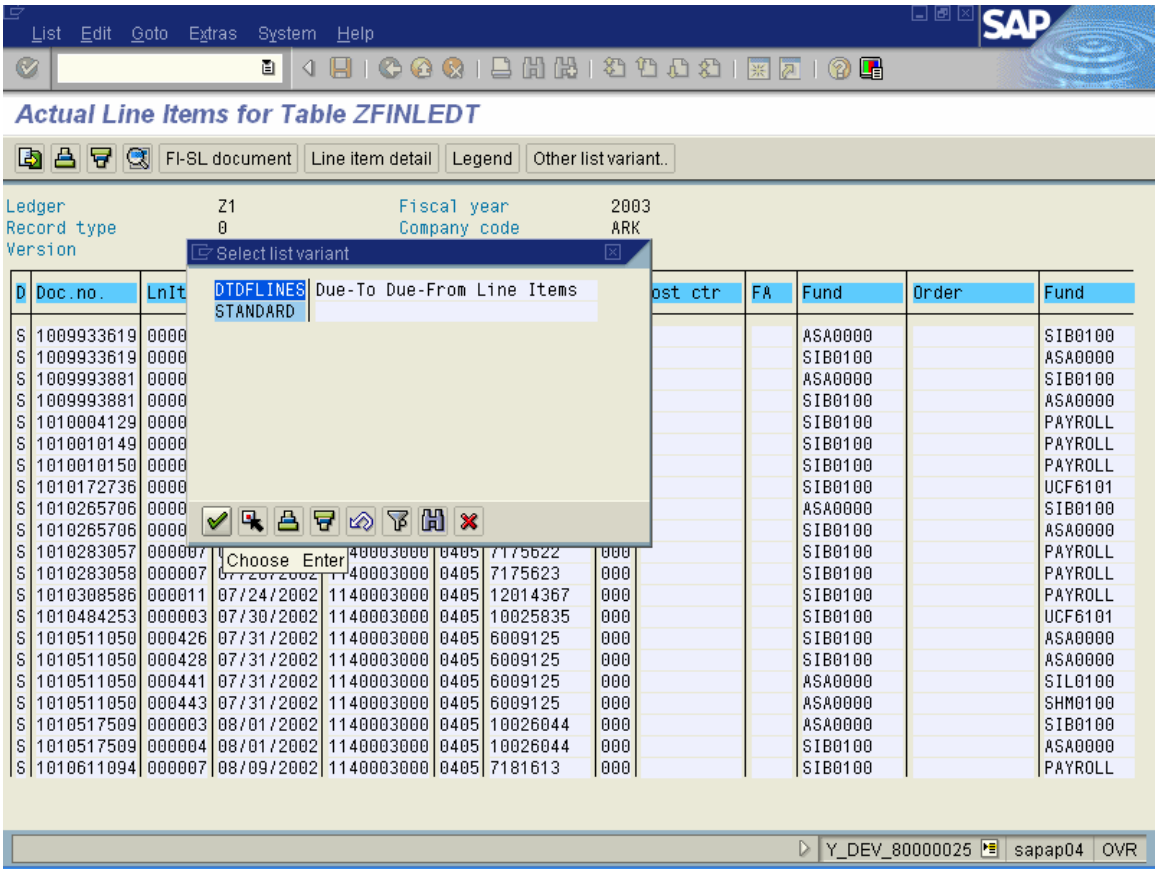
Balances related to Sales & Use Tax will be cleared by postings to be made centrally. Agencies with outstanding balances related to Payroll will be contacted directly. Other balances must be cleared on a case-by-case basis.

Drill down on the "Balance" column and select "Actual Line Items for Table ZFINLEDT." This report could take quite a while to run.

When the list comes up, click the “Other list variant” icon.

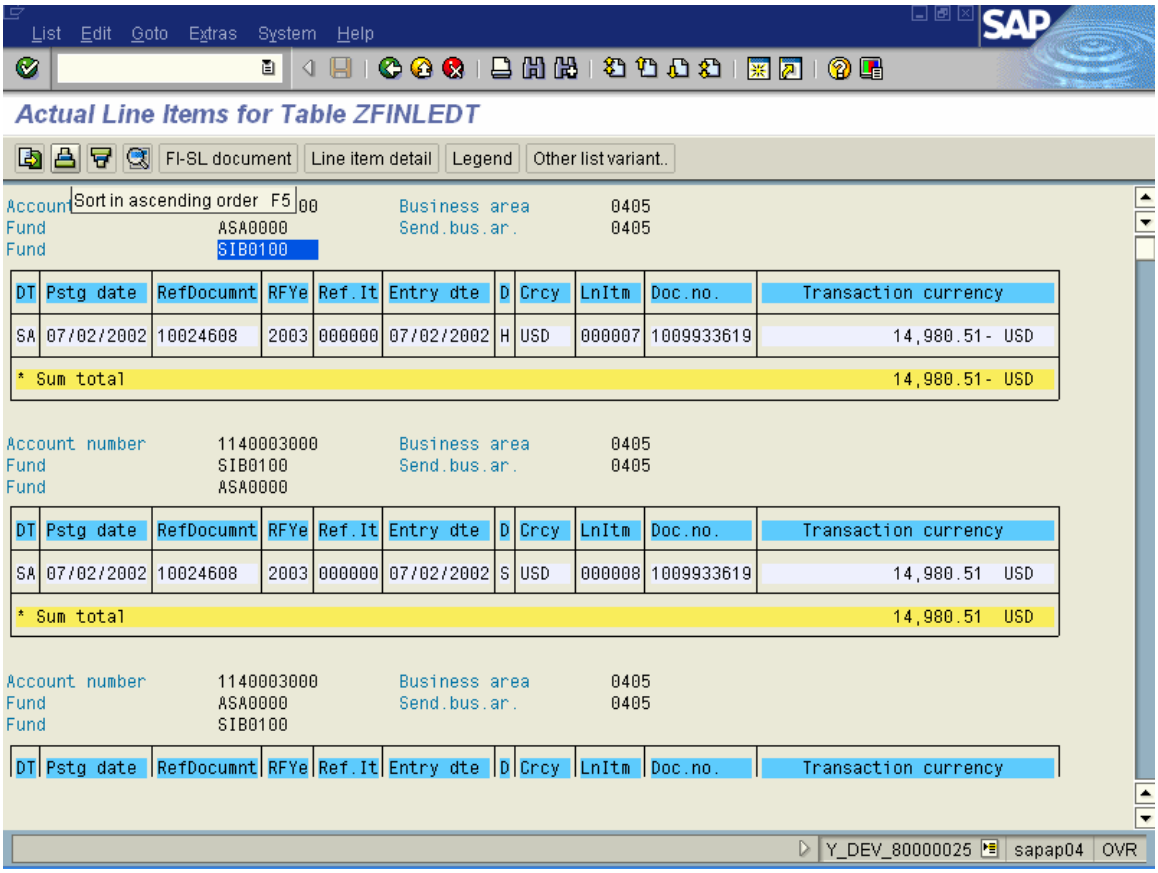


Select the “DTDFLINES” variant.

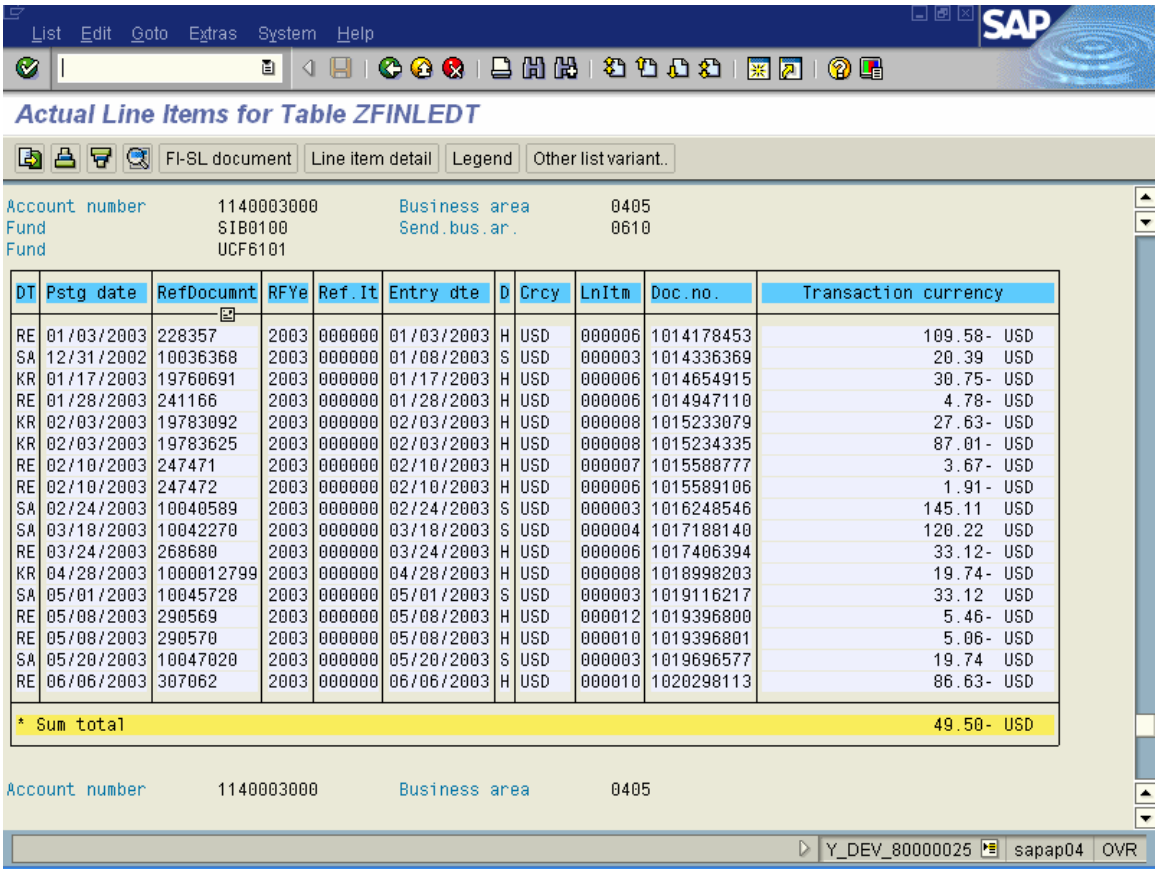


This variant gives a different view of the DT/DF lines and makes it easier to subtotal.

Highlight the second “Fund” on the first document, and then sort the report.



This will sort and subtotal the report, with documents grouped according to fund and business area. Investigate anything that does not net to zero or is not legitimately outstanding. In this example, the DT/DF is for use tax and will be settled after remittance.



Accounting Appendix 4

PRIOR YEAR INVOICES

Agency obligations for the previous fiscal year must not exceed the appropriation or funds available for that year. Any obligations of funds that become due for payment during the previous fiscal year that are in excess of the appropriations or funds available at the close of that fiscal year cannot be processed in the next fiscal year. The disbursing officer may become liable under his bond. It should be remembered that in the event the funds allotted to the agency are less than the appropriation, then the obligations for the fiscal year must be limited to the available funds. Under the law it is the responsibility of the disbursing officer of each State agency to keep up with the obligations of the agency and the funds available for paying all such obligations.

To comply with 19-4-702(a) and be able to provide listings to Legislative Audit of old fiscal year invoices processed in the new fiscal year, the Office of Accounting will require that the invoice number of these payments begin with the letter "Y" and be followed by digits of the agency's own choosing in the reference field.

NOTE: New Year and Prior Year obligations may not be combined for payment on the same invoice.

Accounting Appendix 5

Links and Information for Payroll Due To/From Cleanup

All agencies will need to clean up Payroll Due To/From accounts by June 17, 2003, and then fully fund final payrolls by June 25, 2003 for the regular payroll, and by June 30, 2003 at 10am for the Off-Cycle. Here are links and information to help with this process.

Payroll Posting Reporting Courses:

http://www.aasis.state.ar.us/Training/CourseWare/CWarePYREPT.htm

These may be selected from this menu in PowerPoint or Acrobat formats.

01 – Payroll Process Overview and Tips and Tools
02 – Payroll Posting Report
03 – Appendix A – Human Resource's Wage Type Crosswalk to Finance's General Ledger
04 – Payroll Due To/Due From using the GD20
05 – Payroll Due To/Due From using the Trial Balance
06 – Payroll Cash Transfer – Fund(s) List

ZPAYXERR tutorial:

Be sure to allow time for these files to open.

PowerPoint:

http://www.aasis.state.ar.us/msofficedocs/courseware/HRAPAY-tutorial-zpayxerr.ppt

Acrobat:

http://www.aasis.state.ar.us/pdf/courseware/HRAPAY-tutorial-zpayxerr.pdf

Cash Operating Transfers:

http://www.state.ar.us/dfa/aasis_forms

Select Cash Operating Transfers in Word or Acrobat format.

Should you have any question, please contact:

Florence Price, (501)682-3390, florence.price@arkansas.gov
Judy Reid, (501)371-3448, judy.reid@arkansas.gov
Stacy Brown, (501)682-3481, stacy.brown@arkansas.gov
Catherine Hickerson, (501)682-5402, Catherine.hickerson@dfa.state.ar.us